

Job Description

Job details	
Job Title: Site and Warehouse Technician	Location: Head Office
Contract Type: Temporary 4 month contract	Salary: £16,000 - £20,000
Hours of Work: 37.5 h/p/w	Line Manager: Warehouse Supervisor

Gofer
<p>Gofer has played a leading role in the event, entertainment, commercial and leisure industry for many years. As suppliers of temporary electrical distribution, super silent generators and complete event management, Gofer is well placed to provide a one-stop package of services for any event.</p> <p>We pride ourselves on providing a personal and professional service to all our clients. Seamless and reliable power throughout events is incredibly important.</p>

Job Purpose
<p>This is a varied role with a mix of warehouse and on-site working, carrying out a variety of duties linked to the installation of temporary electrical equipment in the events industry. The role requires either electrical or mechanical knowledge.</p> <p>Whilst you will receive guidance with tasks, you will also be required to be self-motivated and pro active in carrying out your duties and at times lone work.</p> <p>The role will be based from Gofer HQ, the working hours are 37.5 per week. Due to the nature of the industry and the requirement to oversee the completion of projects and events, you will be required to work unsociable hours, weekends and will be required to work and stay away on site to meet the needs of the events that you are working on.</p>

Main Duties
<p>Main duties are, however not limited to:</p> <p>Warehouse</p> <ul style="list-style-type: none"> ▪ Liaising with staff and sub-contractors to ensure efficiency whilst carrying out jobs ▪ Check stock levels of fuel parts and consumables ▪ Preparation of equipment ready for hires and track upon its return ▪ Forklift driving required to move equipment at the warehouse and on-site ▪ Track and manage stock levels in line with the database and deal with faults, missing stock and damaged items <p>Site</p> <ul style="list-style-type: none"> ▪ Installation of temporary electrical distribution

- On site engineer support
- Delivering and collecting generators and equipment from sites

Fleet and Generator

- Servicing, maintenance and cleaning generators, vehicles, trailers and forklift
- Delivering and collecting generators and equipment
- Refuelling generators and plant
- Maintaining service records
- Ensuring the vehicle logs and documentation is completed and action taken as required

Equipment

- Prepping and cleaning equipment
- Testing, inspecting and calibration of equipment
- Manufacturing and repairing equipment

Maintenance

- Carrying out general maintenance tasks around Gofer Head Office, to ensure that Gofer is presented in a tidy, well maintained and professional manner.
- Assist with the continuous improvement of the warehouse design and facilities to ensure it is running efficiently.
- To assist with the warehouse and office redesign project, until its completion.

Customer Service

- Provide technical telephone support for clients
- Meet with clients face to face
- Networking to bring new customers and build up customer relations.
- Build customer relations to retain existing business and maximise sales and form new business.

Other

- Maintain suitable documentation as required for equipment
- Any other duties as required to maintain a safe, clean and happy working environment
- Assist the Directors with any other duties as required
- Adhere and comply to BS7909 regulations

Responsibilities

- Key holder
- Alarm call outs
- On call / standby
- Responding to out of hours returns and collections
- Attending training, networking and promotional events to develop your role (Continued Professional Development CPD) and the business, these will be classed as exempt from overtime as they fall part of the additional responsibilities of the role.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Driving licence category B+E ▪ Manual handling 	<ul style="list-style-type: none"> ▪ Forklift training certificate ▪ BS7909 ▪ ADR (Carriage of Dangerous

		Goods) <ul style="list-style-type: none"> ▪ PM28 ▪ First Aid – Emergency First Aid at Work ▪ Basic Health and Safety
Experience		<ul style="list-style-type: none"> ▪ Electrical industry ▪ Generator servicing ▪ Plant servicing ▪ Vehicle maintenance
Knowledge		<ul style="list-style-type: none"> ▪ Events industry ▪ Temporary power
Skills	<ul style="list-style-type: none"> ▪ Good written and verbal communication ▪ Competent IT skills including hire systems ▪ Multi-tasking ▪ Good people skills both over the phone and in person ▪ Self-motivated with the ability to work on your own or in a team ▪ Organisational, prioritisation skills and time management 	
Attitude	<ul style="list-style-type: none"> ▪ Attention to detail ▪ Reliable ▪ Honest ▪ Focused 	