

Hire Warehouse Operations Manager

About the Company:

Pro Audio Systems has been established 30 years as provider of professional audio equipment. We are a multi-disciplinary company providing Sales, Hire & Installation services.

The company is made up of 27 full-time staff. We're a friendly and sociable team with a professional and attentive approach to our work.

This is an exciting opportunity to join a growing team within a successful professional audio company.

Purpose of the Role:

Pro Audio Systems is currently looking for an experienced manager to run our hire warehouse operations.

The post holder will lead a small team of technicians in the preparation and servicing of equipment within the department, to the Company's standards within the deadlines set.

The role will be customer facing, with the expectation of direct contact with dry hire & regular customers.

This would suit a self-motivated individual who enjoys working within a team and has a good knowledge of audio & visual systems, their preparation and maintenance, as well as onsite installations and derigs. This role is warehouse based but with the potential for some onsite work.

Main Responsibilities:

- Ensure smooth day to day running of the Hire Warehouse.
- Supervise the team and assisting when required, in the preparation and testing of equipment in line with the Company's standards and procedures.
- Assess workloads and staff levels within the department to ensure deadlines are met.
- Ensure the department is manned at all times across operating hours.
- Job entry and equipment list generation for all hires onto Hiretrack database.
- Ensure that returned equipment is accurately and promptly checked in, ensuring any missing or damaged items are reported to the relevant account manager.
- Continue to develop established preparation procedures for all equipment within the department.
- Check sub hired equipment upon receipt of, and prior to return, ensuring items are complete and in the same condition as received.
- Maintain the highest level of housekeeping, ensuring preparation areas are kept tidy and adequately stocked.
- Ensure all relevant equipment is PAT tested, conforms to LOLER, PUWER and electrical regulations and all legal inspections, certification and records are maintained where appropriate for equipment within the department.
- Prepare equipment specifications and quotations for client events.
- Ensure Company health and safety policies and procedures are adhered to at all times.

Person Specification:

Experience:

- Essential* At least five years experience within the sound industry, touring, theatre, corporate & conferencing.
- Experience working within a hire warehouse.
- Desirable* Previous experience in a similar position with managerial responsibilities.

Skills & Abilities:

- Essential* Good knowledge of audio systems, rigging, system design and specification.
- Good level of computer skills.
- Experience of equipment maintenance including PAT testing.
- Very strong attention to detail and accuracy.
- Desirable* Good knowledge of digital audio systems & connectivity.
- Experience of Hire Track or other inventory management/rental software.
- Experience of mentoring junior staff.

Qualifications:

- Essential* Degree level qualification in a relevant discipline.
- Full Clean UK Driving Licence.

Disposition & Attitude:

Essential Ability to interact effectively at all levels, relating to others and working as a member of a team.

Deadline conscious & highly organised with the ability to prioritise and multi-task, manage a challenging workload and meet strict deadlines.

Excellent time management and planning skills, forward thinking and able to add value.

Willing and flexible approach, with the ability to work on own initiative.

Willingness to work unsociable hours when required.

Must have a sense of humour and good taste in music!

What we offer:

- Competitive Salary per annum depending on experience.
- 35 hours per week inc one hour unpaid break.
- 28 days annual leave inclusive of Bank & Public Holidays.
- Development and training opportunities to enable progression within the company.
- Contributory pension scheme.

Hours of Work:

Pro Audio Systems premises are located at Young St, Bradford which is 1.5 miles from the city centre. Good public transport links are available.

Normal working hours are 10.00am-6.00pm, Monday-Friday with events taking place during the evening and at weekends. During busy periods, work outside of normal hours may be required; this will normally be scheduled in advance.

To apply, please send a copy of your CV and a covering letter to lee.unsworth@pasystems.co.uk