



**You may not have heard of Stage One, but we can guarantee you will have seen our work.**

From the set of TV show The Voice, to the Eurovision Song Contest stage, and even the set for Ed Sheeran's Mathematics Tour and the 2012 Olympic Cauldron we produce work that is seen all over the world.

**We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.**

We are a multi-disciplined manufacturer spread over 12,000sqm of estate, with four facilities that house engineering, fabrication, woodwork, finishing and specialist manufacturing.



# Automation Warehouse Coordinator

## The Role:

The Automation Warehouse Coordinator will be responsible for the control of stock and assets within the Automation department warehouse.

### → **Salary:**

Dependent on experience

### → **Hours of Work:**

Monday – Friday, 07:30 – 16:00

### → **Location:**

Based at Tockwith, near York



# Automation Warehouse Coordinator

## Key Responsibilities:

- Take responsibility for the smooth running of the Automation Warehouse.
- To deal with deliveries and distribution of purchased items within the Automation department.
- To prepare plant and stock items for dispatch from the Automation warehouse, ensuring company stock control procedures are followed for both internal and external hire jobs.
- To control department assets & stock items.
- Manage the load & unload of plant and equipment including ensuring load lists are accurately recorded for outgoing items checked for return items.
- Assist the Automation Manager with the planning and execution of warehouse improvements.



# Person Specification

## Qualifications:

ESSENTIAL:

- A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience
- Counterbalance Forklift Licence
- Full clean Driving Licence

## Knowledge:

ESSENTIAL:

- A minimum of 3 years warehouse or operations experience

DESIRABLE:

- Experience of working in a rental warehouse environment or similar
- Experience of a stock control database system, including the input of new assets/stock
- A working knowledge of technical events industry practices, equipment and ethos



# Person Specification [ CONTINUED ]

## Personal Attributes:

### ESSENTIAL:

- Positive attitude to work with the ability to work well under pressure and as part of a team
- Willingness to constantly learn more about our equipment and systems

## Skills, Experience, Abilities & Competencies:

### ESSENTIAL:

- Good written and verbal communication skills
- Good attention to detail and ability to prioritise tasks based on the needs of the department

### DESIRABLE:

- A basic understanding of engineering principals
- A basic understanding of temporary electrics and power principals



# Interested?

If you would like to apply,  
please send your CV and covering letter to  
[recruitment@stageone.co.uk](mailto:recruitment@stageone.co.uk)