

STAGE ONE

AUTOMATION WAREHOUSE COORDINATOR



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

From the set of the TV show The Voice, to the Eurovision 2024 stage and even 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 manufacturing facility spread over 12,000Sqm of estate with four manufacturing and storage facilities, engineering, fabrication, woodwork, finishing and a specialist manufacturing facility.

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

They will work closely with the Automation Manager to follow the department procedures for the control of department assets as well as booking in & out all equipment within the Automation warehouse as well as maintaining the departments working areas, keeping them clean and tidy at all times.

DETAILS OF THE ROLE

SALARY	Dependant on experience
HOURS OF WORK	Monday - Friday, 07:30 - 16:00
LOCATION	Based at Tockwith, near York

ABOUT THE ROLE

The Automation Warehouse Coordinator is an exciting new hands-on role and opportunity to join an established team delivering some of the best and biggest events across the world.

- This role will report directly to the Automation Manager and work alongside the Automation team to manage the departments equipment & assets. You will be keeping track of all equipment booked in and out of the warehouse, as well as recording details of new or created assets into the companies database system.
- This role will work along side the H&S department to create and maintain procedures and processes relating to H&S, fire and environment. You will be expected to offer continual improvement for the current procedures and processes.
- The right person for this role will have the ability to work on their own and prioritise their own workload as well as be part of a larger team.

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.

ESSENTIAL - Counterbalance Forklift Licence

DESIRABLE - Full clean driving licence

KNOWLEDGE & Experience

ESSENTIAL - A minimum of 3 years warehouse or operations experience

DESIRABLE - Experience of working in a rental warehouse environment or similar

DESIRABLE - Experience of a stock control database system, including the input of new assets/stock

DESIRABLE - A working knowledge of technical events industry practices, equipment and ethos.

PERSONAL ATTRIBUTES

ESSENTIAL - Positive attitude to work with the ability to work well under pressure and as part of a team.

ESSENTIAL - Willingness to constantly learn more about our equipment and systems

SKILLS, EXPERIENCE, ABILITIES & COMPETENCIES

ESSENTIAL – Good written and verbal communication skills

ESSENTIAL – Good attention to detail and ability to prioritise tasks based on the needs of the department.

DESIRABLE - The ability to problem solve seek help when needed

DESIRABLE – A basic understanding of engineering principals

DESIRABLE – A basic understanding of temporary electrics and power principals



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INTERESTED?

**IF YOU WOULD LIKE TO APPLY,
PLEASE SEND YOUR CV AND
COVERING LETTER TO
RECRUITMENT@STAGEONE.CO.UK**