



Warehouse Supervisor

Job Type: Permanent, Full Time, 42.5hrs per week (including paid lunch break)

Location: High Wycombe, Bucks until August 2024 then Marlow

Hours: 9.00am – 5.30pm

About Us:

Founded in 2001, Siyan Ltd is a Design and Rental company servicing concerts, tours, festivals and special events. Currently situated in High Wycombe in the foothills of the Chilterns, we supply events across the UK, Europe and beyond all year round. We have an extensive stock of lighting, video and rigging equipment, our own vehicles and a team of around thirty staff. We will be moving to a larger premises in August 2024 as we continue to expand.

Our people are at the heart of everything we do, so we'll work with you to understand and achieve your career goals, helping you to develop your career within a professional and friendly environment.

About The Role:

You'll be an integral member of warehouse team, ensuring processes and systems are in place to allow our company to run as smoothly as possible.

- Alongside the Warehouse Manager developing and improving working practices alongside allocation of tasks daily to members of warehouse staff.
- To deputise for the Warehouse Manager in their absence
- Carrying out stock checks and assisting with company stock control procedures
- Checking in and checking out equipment as per procedures
- Point of information for freelancers and staff
- Ensure all staff are working to the correct warehouse protocol.
- Ensure lists are completed correctly and all shortages are confirmed as missing before being signed off
- To encourage the correct mentality through example
- To communicate with the Warehouse Manager for updates and requirements.
- Occasional attendance to jobs on site might be required to maintain knowledge.
- To recommend additional training requirements for any warehouse staff where appropriate.
- Working as part of our wider team to help deliver exceptional service to our clients, this will include loading of vans and truck as well as assisting in general duties.
- Occasional driving duties.

Our standard working hours are 9-5:30 (including a 30 minute paid lunch break), but due to the nature of the entertainment industry some overtime will be required including evenings and weekends



About You:

Essential:

- Ability to work under pressure and meet critical deadlines.
- Ability to follow company H&S procedures and safe systems of work.
- Basic computer skills
- Attention to detail and high standards of workmanship.
- Good level of written and verbal communication
- Previous experience in an operational or logistics role
- Good numerical skills
- Ability to load and unload trucks and carry out other manual handling tasks safely.
- Flexible attitude to overtime as required, including some late nights, early mornings and weekends.

Desirable: (we can provide additional training in all these areas.)

- Previous experience in the entertainment industry
- Counterbalance forklift license
- Understanding of stock/rental management software
- Previous experience of vehicle logistics
- Basic electrical knowledge

Thank you for taking the time to read about us and about the role. If you're interested in finding out more about Siyan, please get in contact with us at info@siyan.co.uk or by calling 01494 532820. Anyone applying or interested in applying is welcome to come and visit us first in order to find out more about our company.

To apply please send a CV and a paragraph about why you think you're the right person for the job to info@siyan.co.uk. We will try to reply to everyone, but if you haven't been contacted within 14 days of your application then you have not been successful on this occasion.

Equal Opportunities:

Siyan is an equal opportunities employer. We are committed to making an inclusive environment for all our employees and are happy to make any reasonable arrangements in order to help you apply for this role. If you need any assistance or for us to make any special provisions, e-mail us at info@siyan.co.uk

Guaranteed Interview Scheme:

We aim to employ a diverse range of talented people, who enjoy working at Siyan and have a fulfilling career with us. Our people should reflect the communities we serve, and we understand that some groups may experience additional barriers when applying for a new role. In order to positively address this, we offer a guaranteed interview to any applicant who meets the minimum criteria and declares they are from a BAME background, have a disability or are not male. If you wish to be considered under our guaranteed interview scheme, you must indicate this when sending in your application. By doing so you consent for this to be disclosed to the recruitment team in order to arrange an interview. If you do not wish to disclose this information we will be unable to guarantee you an interview and will consider your application alongside all other applications.