

**JOB TITLE:**

Technician

**ACCOUNTABLE TO:**

Warehouse Manager; Operations Manager; Regional Manager

**WORKING WITH:**

Operations and Warehouse teams in Glasgow.

**Part of the team:**

We have an exciting opportunity for a Technician to join our team. With the continuing progression of our Glasgow branch, it is necessary that a strong, supportive structure is in place to help ensure the continued growth is successful. As a Technician for mclcreate, you will work closely with the warehouse teams assisting each department.

The role will initially have a focus on the preparation and rigging of general audio visual equipment in and around our venues. Warehouse operations include vehicle loading/unloading and equipment checks. You will also learn and provide support with stock control and all associated paperwork. Assisting all departments within the Warehouse and Operations teams will be required and form the basis of your development in the role. Guidance on this will be provided by your line manager (the Warehouse Manager) as and when required. Due to the nature of the live events industry, you will be expected to display a flexible attitude when necessary as workloads require. This may sometimes require you to work outside of standard working hours, both in the warehouse and on site.

The main roles and responsibilities of your role as a Technician will develop over a period of time, but we see these initially as follows:

**Key tasks and responsibilities:**

1. Preparation of equipment and other associated items for our customers across all departments (including (but not limited to) Operations, Large Screens, Video, Audio, Lighting, Rigging, Set, Furniture and Staging).
2. Receiving and returning equipment into the warehouse, checking the contents and processing the relevant paperwork.
3. Interacting with clients in a professional and polite manner. Ensuring they are fully conversant with the equipment they are hiring and making sure all relevant paperwork is completed.
4. Support with loading and unloading of equipment into vehicles.
5. Assist with regular stock takes, checking equipment against the asset register and making sure all accessories are complete and listed.
6. On possession of a full driving licence you may be required to drive the company vehicles, so careful use and maintenance will be expected from you. You will be expected to display a flexible attitude, assisting other departments when necessary as workloads require. This may sometimes require you to work outside of the warehouse environment on site, potentially outside of your standard working hours.
7. Be customer focused at all times.

**Working hours:**

You will work a 40-hour week, working in line with a warehouse shift between the hours of 7am – 6pm with one hour's unpaid lunch. You will need to manage your own workload and, as such, flexibility to these hours will sometimes be necessary. Any change in shift patterns will be at the discretion of the warehouse manager.

**Skills and competencies:**

- Exceptional attention to detail
- Good communicator
- Ability to follow instructions given by others
- Ability to follow through with tasks independently and ensure their completion
- Well organised
- Ability to prioritise tasks
- A desire to show initiative

**Training:**

Training in all areas of the job will be provided from a variety of staff on an ongoing basis with the majority of learning being 'on the job' as specific tasks are requested. Over time, there will also be opportunities for external training course to be attended (subject to good performance and reviews).

**Application:**

The role offers a competitive salary and benefits package along with the opportunity to develop a long-term career within mclcreate.

Application should be made by emailing [Gordon.Mackinnon@mclcreate.com](mailto:Gordon.Mackinnon@mclcreate.com) providing a covering letter and CV.

Suitable applicants will be contacted for interview.