

WAREHOUSE & FACILITIES MANAGER

ABOUT THE ROLE

We're looking for an organised and efficient Warehouse & Facilities Manager to handle the daily operations of our print distribution warehouse, based in East London.

You will be responsible for managing the intake of stock and its preparation for distribution; the management and maintenance of all building facilities; and ensuring a safe working environment is kept for staff and visitors.

Excellent communication skills are a must, as you will be working in collaboration with a small team of office staff, ensuring the smooth delivery of our print distribution services.

Responsibilities include:

- Picking and packing print for distribution
- Working to deadlines to ensure timely and correct print distribution takes place
- Booking in stock and ensuring stock database is up to date
- Manage building facilities and maintenance, including gas, electricity and phone lines
- Ensuring all Fire Safety and Health & Safety processes are adhered to
- Carrying out routine checks/servicing/testing of systems
- First respondent for security system
- General upkeep of warehouse, office and yard
- Effective communication with Print Display Team, Account Managers and Promotions Manager
- Managing Warehouse support staff

ABOUT YOU

The ideal candidate will be highly organised, with the ability to think on their feet, and the adaptability to react quickly to change. You will be a great communicator, confident in collaborating with others, across departments and at all levels of the business.

Due to the nature of the role you must be comfortable with some heavy lifting and being on your feet for long periods during the day. Previous experience in a similar role is preferable.

The following qualifications are desirable but not essential, as training will be provided for the right candidate:

- Forklift Licence
- Driving Licence
- Health & Safety training
- Fire Safety/Fire Marshalling
- First Aid

ABOUT US

Impact is a leading marketing services provider, specialising in the Arts, Culture and Lifestyle sectors. For over 25 years we have been helping our clients generate audiences by providing specialist insight and services across print, promotions and digital.

Our office is based in a converted warehouse on Regent's Canal where we offer a friendly and relaxed working environment. We provide opportunities for career progression and

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encourage participation in the growth and development of the business. Benefits include 22 days annual leave (plus bank holidays and birthdays) and beers on Fridays!

HOW TO APPLY

To apply, please send your CV and a cover letter outlining your most relevant experience and why you think you would be perfect for the job to emily@impact-marketing.co.uk.