

POSITION AVAILABLE

exhibition / events preparation assistant (prep technician)

responsibilities

- Working closely with project managers to ensure the seamless procurement, load and unload of all exhibition and event equipment
- Developing into a trainee Junior Project Manager

job brief

We are looking for a Preparation Assistant to work predominantly within our Tending based stores and to assist with all things exhibition and event preparation. The successful applicant will work closely each day with a Project Manager to flawlessly prepare every component for the production.

what does a preparation assistant do?

As a Preparation Assistant for Hart Wilcox, your job will be to work as part of the wider production team to prep and procure prominently exhibitions and sometimes events. This is an entry level, hands on, stores (warehouse) based role that will suit an energetic and enthusiastic individual who is keen to learn about the industry and progress into a Junior Project Management role in the future.

preparation assistant duties

Specific Preparation Assistant duties include component cleaning, testing and preparation, lorry loading and unloading, test building of stands and components, general warehouse assistance and tasks, interpretation of parts lists and drawings and deliveries and collections. There will also be opportunities to travel domestically and internationally whilst working onsite once the correct level of training has been achieved.

preparation assistant requirements

As an entry level role, the main consideration for this role will be the individual's personality, enthusiasm and desire to progress into a junior Project Manager role in the future. All training will be given, however, you will need to be an extremely focussed and hardworking individual who is capable of exceeding when working as part of a team and periods when working alone. You should have a keen eye for detail, a problem-solving attitude and be hungry to learn and progress. You will need to be able to comfortably communicate to other work colleagues and potentially clients as you progress. You should be prepared to travel when needed, potentially internationally.

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KEY RESPONSIBILITIES:

- Preparation of exhibition / events equipment and components to ensure a flawless delivery of the build period onsite
- Travel to some jobs to assist with the build / break periods
- Collections and deliveries of new manufacture or components
- General warehouse and building duties such as cleaning, organisation, and deliveries
- Loading & unloading vehicles
- Updating project parts lists and schedules
- Working safely and efficiently throughout the warehouses
- Being diligent to processes, appearance and tardiness
- Support with internal resources and third parties/vendors when required
- Problem solving procurement-based problems
- Report and escalate to line manager as needed

MINIMUM REQUIREMENTS:

- Good educational background, good written and verbal communication skills
- Enthusiasm to hard work and potentially extended hours
- Good organisational skills including attention to detail
- Ability to thrive whilst working as part of a team
- Knowledge of Microsoft Office & Windows OS
- Driving Licence & Passport
- Ability to work away from home

DESIRABLE REQUIREMENTS:

- Experience, education or training in management and team skills
- Experience in basic household DIY or construction
- Ability to use basic hand and power tools
- Any event based technical experience

Expected salary will be based on experience. £17k - £21k +overtime & benefits.
