



Job Specification: Logistics & Storage Operative and Van Driver

Area: Greater London / Central London

Office & Storage Location: Old Street

Contract: Full time, permanent

Benefits: Salary + Overtime, Laptop, Phone

The Organisation: Based in Central London, Crossover are one of the UK's leading AV Systems Integrators. We design, supply, and install a very wide range of audio & audiovisual systems for many types of commercial organisations, across several market sectors (public / corporate / retail / leisure & entertainment). Crossover is a dynamic business, operating within a healthy and growing industry sector, and we offer huge opportunities for personal development and for career progression.

The Opportunity: Working as a Logistics & Storage Operative and Van Driver, you will play a key role in supporting and facilitating the teams who are responsible for delivering audio and audiovisual systems installations across Central London, and sometimes further afield in the UK.

By working closely with our Project & Site Management personnel, and the office-based Procurement team, your role will be to:

- i) Manage the company's storage facilities, maintaining good order, tracking deliveries received into the stores, and working proactively to ensure that 'consumable' items required for audiovisual installation work are kept in stock.
- ii) Co-ordinate and carry out deliveries to and from Crossover's storage facilities, offices and customer sites, of all tools and equipment needed for a job.

You will be required to adapt quickly 'in the field' to changing logistical requirements and priorities.

Your role will likely be very varied, and will also include helping out within a larger team in other ways, as we often pitch in and support each other as required.

We are looking for someone who has real *drive*, and who is looking to work hard in order to fast-track themselves and their skills through diligent hard work and commitment, and desire to learn and develop themselves and their role. Your task list will rarely be the same two days in a row, and your role will develop quickly as you build your skill-set and knowledge.

Day-to-Day Tasks:

These will be the core responsibilities of the successful candidate. You would be fully trained on these processes, and undertake continued self-learning to become extremely proficient and efficient at them.

- Driving the company van (or your own vehicle if suitable), taking tools and equipment to and from site
- Physically loading into and out of van
- Taking in deliveries and tracking orders
- Maintaining a stock of consumables required for audiovisual installations
- Maintaining good order in our storage facilities, offices and rack build rooms; keeping these premises organised and tidy
- Arranging and preparing for rubbish collection (packaging materials from equipment used on projects)

Your role will also include:

- General duties to assist with the smooth running of the team, such as; purchasing items required for the office and for project work; contributing to our blog and website
- Shadowing and assisting senior members of the team who are responsible for delivering the installation of complex audiovisual systems
- Learning and/or developing skills in specialist software
- Attending training courses & trade exhibitions

The right candidate will be:

- Reliable, hard-working and enthusiastic
- Organised, with excellent attention to detail
- Technically minded. A qualification relating to professional audio, AV and/or IT is not a prerequisite, but would be an advantage
- Deeply interested in the world of audio and audiovisual systems, technologies and equipment
- Fully computer literate, with knowledge of Microsoft Office (Outlook, Word and Excel) desirable
- As happy and comfortable working alone for a whole day, as working closely with others
- Able to communicate effectively verbally and in writing
- Based in or near London

The right candidate will have:

- A full driving licence
- Full UK working rights
- A flexible 'can do' attitude. This includes a willingness to work overtime and unsociable hours if necessary; an overtime scheme will be agreed
- A professional attitude and an understanding of how to act appropriately and professionally in a variety of different environments

Career development:

There is scope within the business to develop as per your strengths and interests. This could include, but is not limited to:

- AV systems Installation – installing audiovisual equipment and cabling for a range of commercial installation projects
- AV systems service and technical support
- Producing CAD technical drawings and AV schematics
- Purchasing and supplier development
- Project management – liaising with clients, design teams, installers and other contractors to deliver AV projects on time and budget

How To Apply

Please send a full detailed CV including references, and a covering letter explaining why you would be suited to this role. Please apply via e-mail only. Please state when you would be available to start full-time employment. You must be living and working in the UK legally. No agencies please.

recruitment@crossover-av.com