



Job Description: Logistics / Warehouse Manager

Updated 21/9/21

About Diagon:

We provide specialist bespoke scenic build and installation services for retail, exhibition and event sectors. Our 40,000 sq ft workshop in SE London houses carpentry, engineering and paint departments alongside experienced project management and CAD resources. We have successfully diversified into new sectors applying our capabilities during disruption to the industry caused by Covid-19 and are now well placed to expand as our core sectors show recovery.

Reports to: Managing Director

Salary band: £28-33k

The Role:

The Logistics / Warehouse Manager is key to ensuring projects leave the workshop on schedule and arrive on site in perfect condition. Diagon have a reputation for high quality build and finishes and the movement and transportation of good is crucial to the business. This role involves being hands on with loading / unloading of set, manual handling as well as use of lifting plant and equipment. Line management of one other permanent employee and supervision of crew teams when required.

- Manage the process of wrapping, packing and transportation of goods to site to arrive in perfect condition for installation.
- Manage schedule of deliveries and collections with input from project managers and workshop departments.
- Manage yard and stores areas, keeping accurate inventory of equipment, tools, stock and set.
- Preparation of site installation kits, managing a sign out / in system to minimize losses and track costs.
- Upkeep and basic maintenance of company vehicles (Luton & transit vans, forklift). Arranging regular servicing and keeping records.
- General housekeeping of storage and demo areas, ensuring kept clean and tidy
- Taking part in weekly team meetings to co-ordinate work between departments and discuss upcoming projects.
- Use of forklift truck to load / unload
- Management of waste disposal and recycling
- Promoting a culture of safe working
- Further developing sustainable practices for the business, e.g. use of recycled / reusable packaging materials.
- Driving vans to make supplier collections and drop off / pick up items from site installations.

Required Skills and Experience:

- Min 3 years experience within scenic construction or related sector.
- Fork lift license
- Full UK driving license and experience with driving vans up to 3.5t
- Highly organised and able to schedule requirements of multiple projects
- Good communication skills

- Awareness of relevant H&S processes, e.g. plant and vehicle movement, working at height, tool use, COSHH.

The role will be based at Diagon's office / workshop in Belvedere, SE London. Some travel and work on site within the UK will be required.

Our standard office hours are Mon – Fri 0800 – 1700. Some on site work will require out of hours and weekend working.

For applications please send CV to info@diagonltd.com with subject line 'Logistics / Warehouse Manager' by 6th October 2021.