

Job Title: Warehouse Technician – Corporate Events

Location: Milton Keynes
Employment Type: Full-time

About the Role

We are seeking a Warehouse Technician to support the preparation and delivery of high-quality corporate events, including conferences, exhibitions, product launches, and award ceremonies. This role suits someone who takes pride in organisation, presentation, and reliability, and who is interested in developing a career within the corporate events and production industry.

We welcome applications from both entry-level candidates and experienced professionals, with training provided where required.

This role is primarily 09:00–17:30 based out of our warehouses in Milton Keynes. Some optional overtime is available during busy periods.

The role is physically demanding and requires the ability to stand and move for extended periods, as well as to push, pull, bend, climb, reach, twist, kneel, and safely lift or carry heavy items. The position calls for good manual dexterity and effective communication skills, alongside strong aural awareness and visual capability.

Work will not always take place in a temperature-controlled environment, and the role may involve exposure to varying weather conditions and temperatures.

Key Responsibilities

- Preparing, checking, and packing equipment for corporate events (AV, staging, scenic, presentation and conference equipment)
- Ensuring equipment is clean, presentable, and client-ready
- Booking equipment in and out using internal systems
- Loading and unloading vehicles in a safe and methodical manner
- Identifying and reporting equipment faults, damage, or shortages
- Carrying out basic equipment testing and maintenance (training provided)
- Maintaining high standards of organisation, cleanliness, and safety within the warehouse
- Supporting event set-ups and de-rigs when required
- Supporting with scenery & stage set builds including woodwork & fabric covering

Skills & Attributes

Essential (All Levels)

- Strong attention to detail and a professional approach
- Good organisational and time-management skills
- Ability to follow processes and checklists accurately
- A positive, team-focused attitude as well as being self-motivated to complete tasks.
- Physically capable of manual handling tasks
- Basic IT skills (email, stock systems, spreadsheets)

Desirable

- Interest or experience in corporate events, conferences, or exhibitions
- Previous warehouse, logistics, or AV experience
- Forklift licence (or willingness to obtain one)
- Full UK driving licence (or equivalent)
- Experience working to tight deadlines and client standards

Experience Levels

Entry-Level / No Experience

- Full training and support provided
- Ideal for individuals looking to enter the corporate events industry
- Opportunities to progress into technical, logistics, or on-site event roles

Experienced Candidates

- Ability to work independently and support junior / other team members
- Opportunity to take responsibility for stock control, prep standards, and workflow
- Clear progression into senior warehouse or departmental roles

What We Offer

- Competitive salary based on experience
- Training and development opportunities
- Career progression within a professional corporate events environment
- Consistent, structured work with variety across projects
- Supportive and well-organised team culture
- Overtime and event work opportunities (where applicable)
- Private Healthcare (post one year employment)
- Retail discount opportunities linked with HR Portal – BrightExchange
- Extra days holiday for longer service.
- Pension
- On-site free parking
- Subsidised tuck shop
- Quarterly staff social events.