



## Job Description

<b>Title:</b>	Events Store Person
<b>Reporting to:</b>	Deputy Chief Executive (DCE) Operations
<b>Job Purpose:</b>	Responsible for the management and upkeep of RDS stock including furniture, PA and AV Equipment to the highest professional standard

### Key Responsibilities:

1. Weekly reconciliations of stock and equipment including the gathering of all furniture and reporting any damage to the Operations Office.
2. Responsible for the movement and delivery of furniture and PA and AV equipment to and from the Halls and other areas as required.
3. Ensuring the right items are in the right place and maintain accurate inventory records.
4. Managing hired furniture and ensuring all incoming and outgoing hired furniture is labelled and recorded particularly for big events such as the annual Dublin Horse Show.
5. Responsible for the basic upkeep of stock and equipment including basic repairs.
6. Develop and manage a stock and equipment system with responsibility for tracking all items and ensuring they are recorded returned to storage.
7. Participate in any other RDS projects, events or activities as directed by the DCE Operations and/or other persons nominated by him.

### Person Specification

#### **Personal Attributes**

- Hands on, practical person who can give and take instruction easily.
- Organised, self-reliant person with good attention to detail, who can operate independently and work on his/her own initiative.
- Friendly, presentable, approachable person with the ability to interact with staff as well as external parties such as furniture rental companies etc.
- Strong team player particularly given this role will involve working with the events team who will assist this role with equipment and furniture removal.

#### **Qualifications**

- Manual handling training/certification.

- Safe pass certified.

### **Experience**

- Some handyman experience would be advantageous.
- Some knowledge of Microsoft Office (Word, Excel and Outlook).

### **Skills**

- Clean, current driving licence.
- Fork lift licence.

**Note: Hours of work are 8am – 5pm Monday to Friday. Occasional out of hours work will apply particularly for large events such as the annual Dublin Horse Show.**