

EQUIPMENT & LOGISTICS COORDINATOR

Showkraft Production Services Ltd.

Burnaby, BC

Full-Time, Permanent

For Immediate Hire

Monday - Friday 9am - 5pm

Competitive salary based on experience

About Showkraft

Showkraft Production Services, a full service audio visual rental and production company, is seeking an Equipment & Logistics Coordinator to join our team. We are a boutique production company that embodies exacting measures to deliver flawless events and outstanding customer service. Please visit www.showkraftps.com for more information.

Position Summary

As Equipment & Logistics Coordinator, you will be part of a small team, assisting to coordinate and manage the complex and ever-changing equipment and staffing requirements for various audio visual projects simultaneously.

Ideal Candidate

The ideal candidate will have a positive attitude, be highly organized with impeccable attention to detail and come from an operations or administrative background. Excellent communication skills, computer proficiency and the ability to meet deadlines in a fast paced work environment is key. Prior experience with labour scheduling and inventory management preferred. General knowledge of audio visual equipment and services would be an asset.

Responsibilities:

- Work closely with the operations team to determine and schedule staffing for all events, ensure optimal utilization of technician and freelancer pool.
- Develop, confirm and manage crew and transportation plans for all events, per budget.
- Pre-event communication with venues and vendors (venue access, load in times etc.).
- Pre-event communication with crew to provide shift details and job specific instructions.
- Post-event debrief with project managers to evaluate freelancer performance.
- Verification/ approval of timesheets vs scheduled shifts and show reports.
- Assist the accounting department with per job actual cost analysis (labour, equipment, etc.).
- Assist with the recruitment, screening, and onboarding of new freelance technicians.
- Manage freelance technicians resource database.
- Track & receive new equipment and manage the full life cycle of integration to inventory system (IntelliEvent).
- Purchasing and PO administration.
- Monitor and report equipment inventory levels to fulfill work orders.
- Monitor and track equipment conditions (damage etc.).

- Purchasing / receiving of all parts for repairs as well as coordinating all service/ repair orders.
- Source and schedule equipment packaging fabrication (road cases etc.).
- Develop warehouse task lists and monitor progress through completion.
- Assist in equipment user guide creation.
- Maintain a strong working knowledge of software systems, make recommendations for improvements where appropriate.
- Prioritize and manage multiple projects simultaneously through to completion.
- Ensure the Company's quality, production and safety standards are met at all times.

Requirements:

- 2+ years of administration or operations experience required.
- Knowledge of Audio Visual equipment and services is an asset.
- Experienced with labour and transportation scheduling is an asset.
- Experienced inventory management is an asset.
- Strong interpersonal skills: ability to communicate and interact with a diverse team.
- Supervisory/leadership experience is an asset.
- Ability to cultivate strong and effective working relationships.
- Good budgeting, planning, and resource allocation skills.
- Ability to work under pressure to meet deadlines in a fast-paced environment.
- Willingness to work overtime and weekend hours if needed.
- Proficient computer skills (both PC and MAC environments) as well as internet research.
- Experienced with MS Office, Google drive & calendar, Drop Box, and flash/ external hard drive storage.
- Experienced with equipment rental software (such as IntelliEvent) is an asset.
- Class 5 driver's license is mandatory.
- Access to a vehicle is an asset.
- Ability to lift 50+ pounds.

At Showkraft Production Services, we are proud to offer our employees:

- A safe, friendly, and inclusive work environment which encourages ongoing learning.
- The opportunity to learn, expand your skills and grow within the company.
- Extended Medical & Dental benefits for Employee and family.
- Life Insurance
- Accidental Death & Dismemberment Insurance
- Travel Insurance
- Wellness Spending Account
- Cell phone allowance
- Professional Development Allowance (after 1 year full time employment)
- On-Site parking
- Paid time off

Please email resume with cover letter to khara@showkraftps.com. We thank all applicants for their interest; only candidates selected for an interview will be contacted.