



Transport and Logistics Planner - Job Description

About the Company:

Wise Productions is a fun, dynamic creative production company. Our expert project managers, technicians and designers deliver a tailor-made service of lighting, sound, video, staging and set design for events in London's most beautiful and challenging venues (and beyond).

The Company is made up of 35 full-time event professionals. We're a collaborative, friendly and sociable team with a courteous and attentive approach towards our clients and venues. This is an exciting opportunity to join a successful high-end production company and work on a huge range of exciting and creative projects.

The Company believes strongly in personal development, training, and sustainable approach to business. This is a Company that values its staff, there is a staff benevolent fund and has strong values:

What does excellent look like? A combination of values that ensure a professional, dependable and fun service which is guaranteed to make their day

Purpose of the role:

Wise Productions is currently looking for a knowledgeable Transport and Logistics Planner to join the team. The post holder will work closely with the Warehouse manager, lighting, sound, and AV technicians to meet the needs of our clients and accredited venues ensuring that we deliver excellence for every project.

To be successful in this role, you should be well organised and a good team player with strong administrative skills. The company believes strongly in personal development and training, and the successful candidate will be supported and mentored to help them succeed in this role.

Main responsibilities:

- Operational control of vans, drivers, deliveries and collections
- Van / driver allocation for each event / venue
- Live monitoring and overview of daily transport program / traffic monitoring
- Communicate between operations/warehouse/sales departments to make sure paperwork is completed on time
- Assist the team with raising / issuing Purchase Orders and supplier liaison
- Booking van maintenance – insurance/MOT/service
- Vehicle insurance / accident reports / congestion charging / signing out
- General admin duties associated with the role



Person Specification:

Essential skills:

- Proven experience in a similar role
- Knowledge of Microsoft Office Suite / Outlook
- Team player and outgoing
- Problem solving attitude with an eye for detail
- Excellent organisational and time management skills
- Strong written and oral communication skills

Desirable skills

- Knowledge of Xero Accounting software
- An understanding of the live events industry
- First Aid at work qualifications

What we offer:

- £28,000 to £32,000 (dependant on experience) basic salary per annum at start of contract, with periodic pay review during and beyond probation.
- 37.5 hours per week annualised contract
- Generous overtime for out-of-hours and on-site work.
- 28 days annual leave inclusive of Bank Holidays.
- Additional annual leave linked to length of service.
- Development and training opportunities to enable progression within the company.
- Contributory pension scheme.

Hours of work:

Wise Productions' premises are located at Perivale Park, which is 3 minutes' walk from Perivale Station (Central Line). This role involves both time in the warehouse and working off-site at venues for events predominantly within London.

Normal working hours are 9.30am-5.30pm, Monday-Friday with events taking place during the evening and at weekends. The company supports colleagues with requests for flexible working arrangements subject to the needs of the business.