



Inventory Manager, £37,500k to £43,500k per annum + overtime & benefits

Company: Wise Productions (UK) Ltd

Location: London, United Kingdom

Hours: 9:30-5:30pm, Monday to Friday

Who We Are

Wise Productions is an **employee-owned** creative events production company based in West London, with a talented team of over 50 Co-Owners. With a longstanding commitment to innovation, excellence, and a client-centric approach, we pride ourselves on delivering unforgettable event experiences in the UK's most beautiful venues.

Our core values of **enthusiasm, dependability, collaboration**, and a **client-first** mentality are at the heart of everything we do, and our recruitment process is designed to zero-in on candidates who truly share these core values. For the right person, this is an exciting opportunity to join a highly regarded event production company, and be part of our future success as we leverage our employee-ownership model to drive further growth.

Position Overview

The Inventory Manager will oversee all aspects of equipment asset management, ensuring availability, accuracy, and optimal condition across all disciplines. They will take ownership of HireHop reporting, external maintenance coordination, and sub hire organisation, supporting the seamless delivery of events through effective stock control and planning.

Key Accountabilities

- HireHop Reporting: Maintain accurate inventory records and generate reports to support operational planning and strategic decisions.
- Asset Management: Oversee the complete lifecycle of company assets within HireHop, including logging, tracking, and retiring equipment.
- External Servicing & Maintenance: Coordinate and schedule third-party servicing to maintain safety, compliance, and performance standards.
- Asset Availability & Sub hires: Proactively manage equipment availability; coordinate sub hires across all technical disciplines where internal stock is insufficient.

Day-to-Day Responsibilities

- Ensure all Wise-owned equipment is accurately logged in HireHop, including all relevant attributes and details.
- Maintain consistency across the inventory between hire stock and sales stock.
- Enforce and maintain clear standards for naming conventions, item use, and package creation in HireHop.
- Generate regular reports from HireHop (e.g. PAT status, maintenance history, owned vs sub-hired kit); add context where needed and share insights with the Technical Director.
- Liaise with technical and production managers to plan, organise, and track all sub hires – from initial enquiry through to return and reconciliation.

Contact Details

www.wiseproductions.co.uk
+44 (0)20 8991 6922
events@wiseproductions.co.uk

Office Address

Unit 7 SEGRO Park Perivale,
Horsenden Lane South,
Perivale, Middlesex, UB6 7RH

- Coordinate external servicing, maintenance, and repairs of kit, update asset records accordingly.
- Monitor kit availability and forecast shortages; arrange sub hires or internal redistribution to meet event needs.
- Perform regular stock checks and audits, ensuring records in HireHop match physical inventory.
- Track and record asset issues or damage, flagging them for maintenance, repair, or decommissioning.

Who are you?

- Proven experience in equipment or inventory management, preferably in an event production or technical environment.
- Strong working knowledge of HireHop or similar asset management platforms.
- Organised and detail-oriented, with excellent planning and communication skills.
- Ability to work cross-departmentally and manage supplier relationships.
- Technical understanding of AV, lighting, rigging, or related disciplines (desirable but not essential).

Interested? We'd love to hear from you! The closing date for this role is 14/05/2025.

Wise Productions is proud to be an equal opportunities workplace and supports requests for flexible working arrangements subject to the needs of the business. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, origin, sexual orientation, age, disability, marital status, or gender identity.

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