

Job Specification: **Asset Manager**  
Reports to: **Warehouse Manager**  
Date Updated: **19<sup>th</sup> October 2021**  
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## Job Specification

Light Fantastic Production Services Ltd provide high quality lighting, audio, video and scenic solutions to the live events industry. Our clients rely on us to deliver bespoke production solutions to a wide range of prestige live events across the UK & Europe.

Due to continued growth an opportunity has arisen for an enthusiastic individual to join our team based in Borehamwood, Hertfordshire in the role of Asset Manager.

In this role you will support the Directors and Warehouse Manager in managing our substantial inventory of professional lighting, audio, video, rigging and distribution equipment. You will be responsible for maintaining accurate stock tracking using our rental management software, conducting stock checks, finalising projects and notifying stakeholders of any shortages or damages. You will take responsibility for adding new stock to our rental management software, using your expertise to advise on relevant accessories or associated products. You will triage damaged equipment and work with our Service department to maximise equipment uptime.

The role will require a focussed and detail orientated individual with a demonstrable background in entertainment technology. You must be enthusiastic, eloquent and able to work well as part of a wider team or using your own initiative. The role is extremely hands on and you must be physically fit and comfortable with manual handling operations. You must be highly computer literate and possess excellent interpersonal skills.

Due to the nature of the live events industry working hours will be flexible and will include evening and weekend work. A full driving license will be extremely beneficial.

Company benefits include:

- Personal Private Healthcare provided by BUPA
- Company Pension
- 30 days paid holiday (including Public Holidays)
- Employee Reward & Recognition Scheme
- Ongoing specific training opportunities
- Provision of full tool kit
- Company laptop
- Cash birthday gift
- Staff facilities including fresh ground coffee, vending machine & pool table

This is a great opportunity for the right candidate to join a friendly and passionate team that thrives on a challenge. We'll reward you with a generous salary, opportunities for personal growth and a fun working environment with a group of people who care.

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- Ensure our rental management software remains up-to-date and accurate at all times
  - Finalise dry hire equipment returns using our rental management software
  - Finalise wet hire equipment returns using our rental management software
  - Notify Warehouse & Project Managers of hires not returned
  - Notify Warehouse & Project Managers of shortages from returned projects
  - Notify Warehouse & Project Managers of alien kit returned to LFPS
  - Manage outstanding shortages and follow up until closure
  - Quarantine damaged equipment and triage required repairs
  - Escalate damaged equipment to Service Department for repair where appropriate
  - Escalate damaged equipment to external suppliers for repair where appropriate
  - Stock check serialised and non-serialised items on a regular basis
  - Add new items of stock to our rental management software
  - Advise on necessary accessories for new stock
  - Assemble, barcode & label new stock in line with company policies
  - Adopt a creative approach to problem solving and adapt and react to changing circumstances at speed
  - Support warehouse team with equipment preparation & de-prep if required
  - Provide on-site support if required
  - Deliver / collect equipment using company vehicles where required
  - Operate within all LPFS protocols and procedures
  - Promote safe working practices throughout all areas of company operations
  - Adopt a positive, can-do attitude to all challenges
  - Act as an ambassador for the company at all times
  - Undertake any other tasks as reasonably requested