



Cluster Kit Manager – Paris

Responsible for the management of equipment in the Paris area.
Responsible for managing the relationships with the local supplier

Asset Management 50%

Work closely with ETM to develop logistics plan resulting in maximum utilization of company owned equipment in the region. Gather equipment shortage data, review details of the associated events and then source equipment to fulfil those needs. Coordinate the logistics of getting equipment to the correct place at the correct time. Construct and maintain a sub-rental log for purposes of analyzing equipment purchasing trends. Possess the ability to look across a variety of events and locations to create “batch” sub rental packages of large quantities. Assist with the analysis of on-site equipment management and billing compliance on an ongoing basis.

Customer Service 25%

Assist other members of the Hotels by developing strong rapport with all sales and operational staff with the goal of providing support for all internal and external PSAV events. Provide direct communication to ETM's, and any other department within the region about equipment features and functions. Occasionally set up and arrange for equipment Demo's sponsored by local providers and manufacturers. Demonstrate examples of outstanding customer service and response.

Process Improvement 25%

Help develop with the Operations Manager a sub rental, capital expense, and logistics plan designed to increase efficiency in the region and reduce overall outside costs. Help develop plans and programs that improve efficiency and effectiveness through coordinated equipment sub rental and logistics efforts. Assist in the process of refining purchase orders and accounts payable processes within the group. Conduct an RFP to determine the best external vendors to source from.

Required Skills

Prior technical experience within the audiovisual industry is essential
Strong negotiation skills are a prime requirement along with the ability to interact with all levels of staff.
Able to follow procedures and the ability to pay close attention to detail and work in a systematic manner are also key requisites in this role
Fluent in English