

Job Role: Operations & Logistics Co-ordinator

We are looking for an organised and methodical **Operations & Logistics Co-ordinator** to join our growing team at 21CC Productions.

Who We Are

Founded in 2000, 21CC Group are a fully integrated event management and service delivery company, pioneering in Event Design, Technical Production, AV, Fireworks, Pyrotechnics & Special Effects across the UK.

The five 21CC Brands, 21CC Events & Design, 21CC Productions, 21CC Hire & Sales, 21CC Fireworks and 21CC Pyro & Effects are closely intertwined, meaning that whilst they can be engaged individually, when used collectively, we can really take events to the next level.



At the heart of everything we do, has always been our team, our vision and our culture, using our unique core values, not only in our service delivery but in our day to day business dealings.

More information about 21CC Group, our staff and how we operate as a business can be found online at www.21ccgroup.com.

Outline Job Description

The Operations & Logistics Co-ordinator role is an integral part of our event delivery team and will be best suited to a candidate with strong organisational and communication skills. Your main duties will be event pre-planning, making sure our events and displays have who and what they need, when they need it, so having excellent attention to detail is a must. In conjunction with the planning side of the role, there will also be a strong administration focus, completing the relevant event documentation, and the dispersal of event information.

Key Tasks/Responsibilities:

- Working closely with our Technical, Production and Display Managers to source crew, vehicles and equipment as required.
- Event pre-planning, scheduling, logistics, client and venue correspondence.
- Vehicle booking / hire, fleet management (handling bookings for MOT, servicing and repairs etc).
- Handling event notifications.
- Co-ordinate external crew timings and communication.
- Calculate expected costs, create purchase orders and maintain costs post event.
- Manage and update event information on company CRM system.
- Book travel and accommodation.
- Providing administration support to colleagues and crew when onsite at displays/events.

As part of your role, you will also:

- Handle customer enquiries received by email and via the phone.
- Create and issue customer contracts and invoices.
- Assist the wider team with the delivery of projects, training will be provided as required.
- Assist the Head of Production and wider senior management team with Ad-hoc administrative tasks, as and when required.

Core Job Stats / Benefits:

- This is a permanent job role within 21CC Group
- The role is based on 40 hours per week
- Typical working hours will be 8:30am to 5:30pm Monday to Friday (flexible to suit business and personal needs). During busy periods, additional hours may be required, but will be remunerated in the form of time off in Lieu or additional payment.
- This is an office-based role at our new premises on Old Deans Road, Bathgate.
- Probation period: 3 months
- Salary: £25k - £28k per annum dependant on experience.
- Holidays: 29 days (inclusive of statutory), additional days awarded for long service.
- Bonus: Annual winter bonus (subject to business performance).
- Pension: You will be added to the company pension following completion of a satisfactory probation period.

Experience & Skills:

- Experience within the events sector (administrating / co-coordinating / delivering events).
- Information gathering and processing.
- Strong Administrator
- Managing a varied work load, often to tight deadlines.
- Keen to learn new skills and technical knowledge to be able to work across all areas of the company.

Additional Notes:

- Due to the location of our offices, you will need your own transport.
- Holidays may be restricted during peak season.
- This is an office-based role.

How To Apply

To apply for this position within 21CC Group, please send your up-to-date CV with a covering letter to jobs@21ccgroup.com, with '**Operations & Logistics Co-ordinator**' **and your name** in the title. In your covering letter please outline your key experiences that make you the right candidate for this role and explain why you would like to work with 21CC Group. The deadline for applications is **5pm on Friday 5th May 2023**.

