LOGISTICS SPECIALIST

Reporting to FACILITES LOGISITCS MANAGER

Department VENUE SERVICES

VENUE SERVICES

The growing Estate & Facilities team is led by our Estates & Facilities Manager. The team work across all departments to maintain the appearance of the venue, distribute furniture and equipment across the entire site and ensure all buildings are fully operational. They provide vital support on all events ranging from conferences in the Wing right through to the largest UK weekend sporting event, the British Grand Prix!

JOB PURPOSE

Support the Facilities Logistics Manager in delivering set tasks to provide a high-end service to the clients, guests, and customers.
This is an integral role that works across all departments across the site to ensure the success of the Silverstone Team, enabling the experience and expectations of the clients, guests, and customers.

The Logistics Department is paramount in enabling the Silverstone team to become a nationally recognised, family-focused, and financially successful leisure destination with motorsport at its heart.

KEY RESPONSIBILITIES

- Ensure that all external deliveries of hire equipment arrive at the site safely at the correct time, are inspected for compliance, and defaults to be found reported immediately to the Facilities Logistics Manager.
- On return, all equipment must be inspected and documented before being loaded to go off-hire.
- Route and timeline planning for critical equipment to the site during high volume periods.
- Ensure you are aware of daily safety changes to the site before commencing your duties.
- Assist with 'Live' events set up and de-rig, including receiving and placement all power, facilities, and lighting equipment across the site to the event plan.
- Account and record all power and fuel usage of generators, lighting, and plant equipment across all events.
- Be a face forward enabler to the stakeholders and management team.
- Analyse planning across the site to find the most cost-effective means to make processes more efficient.
- Be able to forward think and initiative-taking on critical timings.
- Control all External Site Asset inventory, outlining any issues to the Facilities Logistics Manager

- Reporting procedure for all equipment failure, damages and missing equipment, reporting straight to the Facilities Logistics Manager.
- Knowledge of following Risk Assessments to create a safe working site.
- Knowledge of following and understanding Standing Operating Procedures.
- Make sure the correct PPE is used for the required task.
- Ensure vehicles and equipment have before and after use checks recorded.

TEAM RESPONSIBILITIES

- Being punctual and presentable.
- Conscientiously completing all tasks to a high standard and within agreed time frames.
- Upholding the professional image and culture of the Silverstone Team at all times.
- Supporting the Silverstone team to deliver high-standard customer experience and service.

PERFORMANCE RESPONSIBILITIES

Performance will be monitored against the following:

- Objectives set through the Personal Development Review (PDR) process

KEY RELATIONSHIPS

- Venue Team
- Health & Safety
- Security
- Corporate & Public Events Team
- Catering Team
- 3rd Party Venue Users
- Contractors

KNOWLEDGE, SKILLS AND QUALIFICATIONS

- Previous experience within a logistics role.
- Fluent in written and spoken English.
- Effective communication skills and verbal and IT proficiency.
- Polite and empathetic.
- Excellent time management skills to always ensure efficiency in service delivery
- Ability to work under pressure and to tight deadlines.
- Pride and excellent diligence in your work.
- Ability to be proactive and be forwarded thinking.
- 'Direct' role, whereby lifting and carrying is required.
- A flexible approach to working hours, and irregular hours, including some weekends and evenings
- Full clean UK driving licence
- Forklift or Telehandler certificate. (desirable)
- Any other professional certification will be of added advantage.