JOB POSTING

Special Projects Lead

DEPARTMENT

Rentals & Production

REPORTS TO

Warehouse Manager

OVERALL RESPONSIBILITY

The Special Projects Lead is the primary liaison between the warehouse and major projects. This role coordinates equipment readiness, manages equipment changes during prep, and ensures the prep area is booked, organized and ready for use.

Working alongside the Warehouse Manager, other warehouse leads, Sales and the Project Manager, the Special Projects Lead ensures projects have the equipment, warehouse space and support needed to complete prep and de-prep on schedule.

PROJECT PLANNING AND EQUIPMENT READINESS

- Work with the Account and Project Managers to confirm warehouse space requirements, prep and de-prep dates, and the time required for each project.
- Book the prep area and coordinate its use with the Warehouse Manager and other warehouse leads. Identify scheduling or space conflicts early and arrange a resolution.
- Coordinate with the other warehouse leads to ensure all required equipment is pulled, scanned out to the correct job and available in the prep area on time for prep to begin.
- Communicate equipment shortages, availability conflicts and delays to the Warehouse Manager and Project Manager so they can be resolved before they affect prep.

PREP SUPPORT AND EQUIPMENT CHANGES

- Serve as the main point of contact between the prep crew and the warehouse throughout prep. Respond to equipment requests and keep the appropriate warehouse leads informed.
- Retrieve additional equipment required by the prep crew. Check availability and potential conflicts with other jobs before adding and scanning equipment to the project.
- Coordinate the resolution of equipment conflicts with the appropriate warehouse lead, Warehouse Manager and Project Manager before committing equipment.
- When equipment is no longer required during prep, promptly reverse its scan using the inventory system's "undo scan" process and return it to its proper stock location.
- Keep job records current so the equipment physically assigned to the project matches the equipment recorded in the inventory system.

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PREP AREA MANAGEMENT

- Take responsibility for the condition and organization of the prep area before, during and after each project.
- Keep the space clean, orderly and free of clutter, with clear access routes and designated areas for equipment, cases and returns.
- Coordinate equipment movement into and out of the prep area so prep activities and regular warehouse operations can proceed efficiently.
- Update space bookings when project schedules change and communicate the impact to affected teams.
- Ensure the area is cleared, cleaned and ready for its next scheduled use after prep or de-prep is complete.

DEPREP AND RETURN TO INVENTORY

- Act as the warehouse liaison throughout de-prep, coordinating with the crew and warehouse leads as equipment is dismantled, sorted and returned.
- Ensure returned equipment follows the warehouse's check-in and restocking procedures, with inventory records updated accurately.
- Flag missing, damaged or incomplete equipment to the appropriate warehouse lead and Warehouse Manager for follow-up.
- Confirm that remaining project equipment and materials are accounted for and that the prep area is restored for its next use.

WORKING HOURS AND PRESENCE

- Be physically present in the warehouse throughout all prep and de-prep activities for assigned projects.
- Work primarily during regular warehouse hours, with evening and weekend attendance required when project schedules call for it.
- Confirm prep and de-prep schedules with the Warehouse Manager and Project Manager in advance, and communicate changes promptly.

EXPERIENCE AND CAPABILITIES

- Practical experience in warehouse operations, equipment preparation and inventory control.
- Strong working knowledge of the company's equipment, warehouse locations and scanning procedures.
- Ability to check equipment availability, recognize booking conflicts and maintain accurate job records as requirements change.
- Clear communication with warehouse leads, prep crews, Sales and Project Managers.
- Strong organization and follow-through, and the ability to manage changing priorities and keep shared work areas orderly.
- A hands-on approach to retrieving, moving and restocking equipment while following warehouse safety procedures.

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WHAT SUCCESS LOOKS LIKE

- Required equipment is scanned to the correct job and ready when prep begins.
- Prep crews receive timely warehouse support and additional equipment without creating unresolved conflicts with other jobs.
- Equipment removed from a project is promptly unscanned and returned to stock.
- Job records accurately reflect the equipment assigned to each project.
- Prep space is booked appropriately, kept clean and organized, and ready for its next use.
- Prep and de-prep activities have consistent warehouse support, including evenings and
- weekends when required.

COMPENSATION

- Salary range of $50,000 - $60,000 depending on experience
- Vacation time is earned at 4% (2 weeks after first year is completed)
- Benefits plan available after probationary period