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March 27, 2008

Operations Manager

Title: Operations Manager

Type: Full Time

Overview:

Briere Production Group is a Canadian production company offering the latest technology in audio, lighting, video and mobile staging for concerts, corporate events, festivals, sales and installations. Briere Production Group is currently seeking an Operations Manager to facilitate the day to day operations. It is a business casual environment with very hands-on management who has high expectations of our valued employees.

Skills:

- An understanding of audio, lighting, video and staging in concert, theatre, television, and architectural practices.
- Good communication, organizational, and interpersonal skills.
- Proficiency with MS Excel, Outlook (email), Maximizer and Rental Point
- Ability to work well independently or as part of a team
- The ability to work well under pressure and the ability to work flexible hours.
- Ability to use common sense and problem solve, Detail oriented.

Responsibilities:

- - Staff Management
 - Hire, train and schedule warehouse personnel
 - Coordinate and schedule work assignments to warehouse staff
 - Warehouse Inventory
 - Forecast equipment shortages with Account Reps.
 - Arrange equipment sub-rentals with Account Reps. for shortages
 - Maintain warehouse inventory, its whereabouts and condition
 - Oversee equipment is returned in full and in good condition
 - Ensure orders received from Sales Reps are filled completely
 - Oversee and perform maintenance on inventory
 - Shipping / Receiving
 - Verify and keep records on incoming and outgoing shipments
 - Establish and maintain transportation agents
 - Assure timely shipping of orders
 - Maintain required administrative organization and record keeping

To Apply:

To be considered an applicant, please submit a resume along with a cover letter describing how your experience matches the responsibilities of this position and indicate your salary requirements. A competitive benefits package is offered upon completion of the introductory period. We are an equal opportunity employer. You are invited to view our website at: www.bpg-inc.ca

Please submit resumes to jobs@bpg-inc.ca

We thank all applicants for their interest. However, only candidates under consideration will be contacted.