



Logistics Manager (posted 1 March 2022)

Position:	Permanent, Full time, Immediate start
Reporting to:	Operations Director
Location:	Home working in France within travelling distance of Geneva Airport
Salary:	£30k + per annum (depending on experience)

VIP SKI provides around 7,000 outstanding ski holidays a year and operates 40 fabulous properties in five of the leading French ski resorts. To do this is not easy, we are not a brand but a community of people and skiers drawn together around a common love of skiing. This year we welcome around 150 colleagues to join our community overseas. We recruit Chalet Hosts, Drivers, Chefs, Nannies, and the Managers to organise them.

We are known for really caring about our guests and for our unrivalled attention to detail. We provide complimentary scheduled coach transfers and taxi transfers. The Logistics Manager is responsible for organising all guest transportation between airport and resorts. The holder of this position has previously also held the Company Transport Licence and for those without this qualification, we would support and pay for the necessary courses.

All management roles at VIP SKI require multi-tasking and flexibility and the successful candidate will prove willingness to work as part of a team and support their colleagues throughout the year. As a fluent French speaker, the Logistics Manager also provides support to the Catering Manager and Area Operations Managers. Tasks outside of the principal role can vary from the demanding to the quite mundane, from supplier liaison to contracting of staff accommodation.

Job description in a little more detail:

Vehicle Fleet Management

- Vehicle contracting (short & long lease) & organising receipt of new vehicles to the fleet
- Ongoing vehicle maintenance, tyre fitting & repairs
- Annual MOT testing for all guest carrying vehicles
- Collation & monitoring of weekly vehicle checks, repairs and actions as required.
- Collation of weekly alcohol testing in resorts
- Creation of the weekly passenger transport tickets in accordance with the requirements of the transport licence.
- Ensuring that all paperwork held within the vehicles is present & correct in accordance with the transport licence
- Insurance claims following vehicle accidents (declaration to repair)
- Organising of fuel cards & toll badges
- Prompt treatment of vehicle fines (parking & speeding)
- Preparing vehicles for hand-back at the end of rental contracts

Transfer Day (Dec-April)

- Transfer Day planning & execution
- Ordering of guest transfer coaches
- Liaison with all airport and transport suppliers
- Verification and double checking of all pre-booked taxis
- Validation & authorising all transfer invoices
- Loading billing into the Guest Transfer Report for cost control purposes

- Providing weekly feedback to coach & taxi companies - highlighting any issues or guest complaints.
- Supplier contract negotiations for all coach & taxi companies

Miscellaneous

- Resort staff training
- Sourcing & contracting staff accommodation
- Organising staff travel to and from the Alps
- Liaison with food suppliers to support the catering team & setting up of accounts
- Liaison with linen suppliers & providing support to resort teams
- Organising firewood supplies to resorts
- And frankly any other stuff that might need doing

Qualifications and Experience

- 4+ years Tour Operator management experience
- 2+ years Operations experience
- Fluent French, spoken and written

Personal qualities

- Impeccably organised
- Have a hands-on attitude
- Self-motivated and organised with the ability to multi-multi-multi-task
- Great team player but also with the ability to work independently without supervision
- Confident and assured in delivery when dealing with all types of people
- A love of people, empathetic and selfless
- Absolutely obsessed with detail
- A smiley face

What we offer

- Competitive French salary. A CDI will be offered to the correct candidate
- Use of a Company Vehicle
- A cool job at a great Company

This is a wonderfully engaging and rewarding opportunity in a growing and fun-loving Company but requires absolute commitment and obsessive attention to detail. Do not apply if these to qualities cause you any alarm.

Interested ?

If this opportunity is of interest, please apply by emailing ella.nowell@vip-chalets.com attaching your CV and covering letter clearly stating the date you would be available for employment.