

## PLANT HIRE MANAGER

We are looking for a motivated, enthusiastic and focused person to join our team and take responsibility for the day to day management of a busy Plant Hire department.

The successful candidate will be the primary point of contact with the customer and will be required to: -

- Manage all orders including raising quotes
- Source equipment required by Customers at short notice
- Ensure maximum utilisation of the fleet
- Liaise with workshop staff to ensure plant is checked and ready to go out on hire
- Organise and schedule transport internally for the equipment delivery /collection
- Notify relevant authorities and agencies of abnormal load movements
- Deal with queries and damages
- Offer advice and solutions to challenging hire requests
- Manage and motivate a team of technical staff to ensure that company standards are adhered to for the fleet maintenance
- Organise job sheets and co-ordinate maintenance/repairs/service schedules and ensure completed on time and inline with industry requirements.
- Ensure stocks of service items ie. filters maintained
- Deal with breakdowns immediately organising for appropriate fitters to attend to the equipment within a short timescale
- Ensure equipment is checked on return from hire for damage / vehicle cleanliness / fuel shortage etc and organise for this to be corrected, notified to the customer and charged
- Organise and manage our team of operators ensuring they have the appropriate qualifications for the hired equipment and ensure holiday cover is provided.
- Organise operator training and ensure health and safety knowledge kept up to date
- Process of all depot administration, hire contracts and maintain all records ensuring up to date
- Actively build professional relationships, manage the company client base and actively seek new customer contacts to expand the current supply chain, liaising with the Director
- Use marketing skills to advertise the hire fleet both electronically facebook/twitter and develop marketing materials
- Ensure excellent customer service is always provided

The ideal candidate will have had previous experience working in a similar environment in the plant hire industry in positions such as a Plant Controller, Plant Manager, Hire Desk controller or Plant Co-ordinator where the candidate can demonstrate transferable skills. The candidate must have a very good literacy and numeracy skill set, strong communication skills both written and oral, attention to detail is of paramount importance, a professional and responsible attitude and have good knowledge of Microsoft office packages including outlook, word and excel. It is preferred for the candidate to have used Inspire Hire Software or a similar computer program.

It is essential for the candidate to have the ability to demonstrate strong customer service skills, be an effective communicator and manager with experience of working with customers over the telephone and face to face, have excellent administration, organisation and people management skills, sales experience is required. The person needs to be confident and work well as part of a team in a busy office, to use their own initiative and be able to prioritise their own workload. As they will be working as part of a team, they will need to be involved in all aspects of the office taking on board other duties as and when required.

This will be a challenging but rewarding role.

Confidentiality is of the utmost importance

Full time position.

DVLC required

Competitive Salary (Bonus system to be discussed)

Pension (Auto Enrolment)

If you have not been contacted by 12 March 2019, please assume you have been unsuccessful.

Please forward a covering letter and CV to [jobvacancy3@outlook.com](mailto:jobvacancy3@outlook.com)