

JOB DESCRIPTION

JOB TITLE	Hire Controller
RESPONSIBLE TO	Depot Manager
RESPONSIBLE FOR	N/A

POSITION SUMMARY

To assist in the smooth and efficient day to day running of depot and work flexibly as a member of the team, providing a customer-focused service.

KEY WORKING RELATIONSHIPS

All Depot staff, Regional Manager, Head Office Sales Team and Accounts Team.

MAIN DUTIES

1. Liaising with customers and suppliers over the phone and on site, as and when required.
2. Using all relevant aspects of the Inspire hire system. Including the raising of hire contracts, purchase orders, transfers, goods inwards and all associated paperwork in line with company policies and procedures.
3. Ensuring all company documentation is completed correctly, in line with company policies and in a timely manner.
4. Working collaboratively with other depots, passing orders on for their areas and providing assistance as and when required.
5. Successfully converting hire enquiries into hire orders and generating potential new business, liaising with the sales office as required.
6. Planning transport ensuring the routing is practicable, cost effective and meets customer expectations.
7. Processing orders with suppliers.
8. Attending meetings that may be necessary in the performance of your duties.
9. Complying with and uphold company policies and procedures.
10. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Pickering's Plant that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business..