

PERSON SPECIFICATION

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

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in a plant/accommodation/tool hire role. 	<ul style="list-style-type: none"> • Previous experience of working as a Hire Controller.
Qualifications	<ul style="list-style-type: none"> • GCSE grade C or above in English and Maths, or equivalent. 	
Knowledge & Skills	<ul style="list-style-type: none"> • Strong communication and organisational skills. • Computer literate, including Microsoft Office. • Excellent customer service skills. • Knowledge of the plant and accommodation hire industry. • Attention to detail and a high level of accuracy. 	<ul style="list-style-type: none"> • Working knowledge of computerised hire systems.
Attributes	<ul style="list-style-type: none"> • Professional telephone manner. • Ability to work effectively as part of a team. • Ability to work well to timescales and deadlines. • Self motivated. • Pro-active approach to work. • Flexibility. • Demonstrates sound work ethics. 	