

Hire Counter Assistant Advert July 2018

Vacancy Title: Hire Counter Assistant

Applications to be received by: 03/08/18

Location: Hales Hire, Drybrook, Gloucestershire

Salary: £ excellent + benefits after a probationary period

Description:

You will be the first point of contact for customers to our Hire department (although you may be required to work in other departments from time to time). As well as the delivering the end-to-end process of hiring tools and equipment to members of the trade and general public, Hales Hire also sells gardening and construction equipment and assorted spares/sundries, and carries repairs and servicing of customers' machines. Like all our members of staff, you will be an ambassador for Hale & Co.

The main activities of this job role are:

- Advising customers on the right equipment for their job
- Ensuring that hire equipment and sales items are booked out accurately and the correct payments are taken
- Sales of garden and construction machinery and associated spares
- Booking in customer machines for repair, acting as the liaison between the workshop and customer to ensure a smooth end-to-end process
- Ordering parts
- Assisting with stock replenishment activities – both physical and administrative
- Working with the workshop team to ensure that hire equipment is washed, prepared and ready to hire

You will be customer focused, with experience in customer-facing roles. You will have good computer skills and will ideally have a working knowledge of the building trade and the tools/equipment commonly used, although this is not essential. Practical mechanical experience is also desirable. You will be motivated, willing to work under instruction as part of a team and be able to use your own initiative to resolve customer queries.

You can look forward to a competitive salary and a generous range of benefits.

If you would like to be considered for this position, please ask us for an application form. Completed applications should be returned to:

Neal Sherrington, Company Strategy Manager
Hale & Co (Drybrook) Ltd.
Nailbridge
Drybrook
Gloucestershire
GL17 9JW