

**Job Description**

Job Information	
<b>Job Title</b>	Hire Supervisor
<b>Business</b>	Hirebase
<b>Working Hours</b>	44.5 hrs per week
<b>Reports to</b>	Hire Manager

**Job Summary**

To supervise a team of people and work under the guidance of the Hire Manager to ensure branch objectives are achieved, including sales budget. To ensure day to day operations are carried out following Hirebase policy and procedures.

- Typical Tasks & Activities**
- Motivate and organise the team to help them achieve or exceed the hire sales budget and KPI's
  - Assist the Hire Manager in the promotion of hire and sales by developing effective working and communication with Buildbase & Electricbase branch staff
  - Ensure all hire related Health & Safety policies and procedures are adhered to in conjunction with the Hire Manager
  - To be responsible for dealing with day to day health and safety issues in a timely fashion in line with Health & Safety policy and procedures
  - In conjunction with the Hire Manager, ensure the Hire fleet is maintained to company standards and protected from damage and theft
  - Ensure information for company reports are completed to deadline
  - Assist in the effective completion of company audits and stock takes as and when required
  - Be willing to perform any other duties as may be deemed necessary or as may be required by the Company to ensure objectives and goals are met

Skills & Experience	
<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Have previous experience of people management and development</li> <li>• Methodical and organised</li> <li>• Commercially aware</li> <li>• The ability to work under pressure and to tight deadlines</li> </ul>	<p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience in the hire industry, or a related field</li> </ul>

**Our Winning Ways**

**We have 6 Winning Ways, here's how they relate to this role:**

**Know Your Stuff** – Be the main escalation point for any members of the branch team / customers

**Don't Walk Past a Problem** – Ensure Health & Safety guidelines are followed

**Find a Better Way** – Encourage the branch staff to think of new ways of working

**Build Trust** – Keep your word and deliver on your promises

**Team up and Beat the Competition** – Promote collaborative working with Buildbase and Electricbase staff

**Be our Customers' Favourite** – Ensure the branch staff are trained to a high standard in Customer Service