

Job Description

Job Information	
Job Title	Hirebase Assistant
Business	Hirebase
Working Hours	44.5 hrs per week
Reports to	Hire Manager

Job Summary

To ensure hire fleet and equipment is maintained to company and legal standards and is distributed efficiently and safely within company policy and procedures.

- Typical Tasks & Activities**
- Ensure hire fleet is maintained and repaired to the company and legal standards
 - Ensure all hire fleet maintenance records are kept up to date
 - Keep Hirebase workshop safe clean and tidy to company standards
 - Have responsibility of the hire fleet within your branch
 - Safeguard against theft of company goods
 - Complete distribution of hire equipment using company vehicles
 - Follow and maintain company transport policies
 - Serve customers efficiently, safely and to the company policies and procedures
 - Complete stock takes as required
 - Complete other branch duties as requested by members of the branch management team

Skills & Experience	
<p>Essential:</p> <ul style="list-style-type: none"> • A full driving licence • An interest in the industry 	<p>Desirable:</p> <ul style="list-style-type: none"> • Experience of working within the Plant/Tool Hire industry