

## PERSON SPECIFICATION

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

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