

<b>Job Title</b>	<b>Hire Desk Controller</b>	<b>Pay</b>	£22,000.00 per annum. Plus bonus scheme
<b>Start date</b>	Immediate start available	<b>Location</b>	S9, Sheffield
<b>Hours</b>	Full time. 45 hours per week Monday to Friday: 8:00am – 17:30 30 minutes for lunch		
<b>Job role</b>	<ul style="list-style-type: none"> <li>• Telephone and email point of contact for our customers</li> <li>• Booking hires and sourcing external equipment</li> <li>• Hire desk administration following our systems and procedures</li> <li>• Growing and maintaining customer relationships over the telephone and email</li> </ul>		
<b>Essential skills / qualifications</b>	<ul style="list-style-type: none"> <li>• Professional and confident telephone manner</li> <li>• Attention to detail</li> <li>• Ability to follow procedure and systems</li> <li>• PC Literate (in particular Microsoft Outlook, Excell &amp; Word)</li> <li>• Ability to form positive / productive relationships with people at all levels of the business and with customers.</li> <li>• Able to work in a fast paced changing company</li> <li>• Can do attitude who is willing to please clients</li> <li>• Team player who is target driven</li> <li>• Very good friendly and professional telephone manner</li> </ul>		
<b>Desirable skills / qualifications</b>	<ul style="list-style-type: none"> <li>• Experience in the plant hire industry or another hire industry</li> <li>• Experience of using Syrinx software</li> <li>• Telephone Sales experience would be of an advantage</li> <li>• Experience of Big Change software</li> </ul>		
<b>About Elev8</b>	<ul style="list-style-type: none"> <li>• Elev8 Access Platforms vision is to be the best Truck Mount Access Platform company in the UK working with the biggest and best companies in Europe. Our fleet consists of truck mount MEWPs from 20metre to 104m in working height. - More information can be found on our website <a href="http://www.elev8hire.com">www.elev8hire.com</a>.</li> <li>• Elev8 Access Platforms is an equal opportunities employer. We welcome applications from all sections of our community</li> <li>• Our Values of Collaboration, Innovation, Reliability, and Safety are reflected in the accreditations we hold and also the prestigious jobs we are asked to work on</li> <li>• We are a very fast growing business with stable contracts across a variety of business sectors, like Utilities, Telecommunications, Ports, Filming, Renewables, signage companies and offshore works . There may be future development opportunities in</li> </ul>		

this role, as we open more depots and move into Europe

- We are very highly regarded in the industry by all
- Our Equipment is never older than 5 years and is absolute best in the World

How to apply

- Please call our office on 0114 321 0644 to request an application form
- Or send you CV to [hr@elev8hire.com](mailto:hr@elev8hire.com)
- Interviews will be held for this role which include a practical demonstration of skill
- Two references are required for this role