

## Rental Controller Melksham

We are recruiting for the above key role to manage our rental and used equipment fleets at depot level.

### **CANDIDATE ATTRIBUTES:**

- Excellent organisational skills
- PC literate in Word / Excel
- Accurate and methodical administration/logistical skills
- Good clear communicator internal/external
- Ability to cope under pressure, be flexible and meet deadlines
- Good customer facing skills
- Ability to work using own initiative and prioritise workload.
- Strong self-motivation with a proactive approach
- Teamwork - liaise well with each department
- Experience with using Kerridge would be an advantage but not vital.

### **CORE ACTIVITIES:**

- Processing enquiries for short term rental and transport preparation of STR agreements, transport notes, etc.
- Preparing rental agreements and invoicing.
- Monitoring utilisation of short-term rental fleet, reconciliation and management of used equipment through monthly stock take.
- Liaising with Sales Team to organise demo's and co-ordinate delivery and handover of new trucks to customers.

### **BENEFITS:**

- Salary of £19,000 - £20,000 dependant on experience
- 40 Hours per week (Monday to Friday 08.00am to 4.30pm)
- 23 days Holiday (increasing with service) + Bank Holidays
- Company Pension Scheme
- Life Assurance Cover
- Health Cash Plan

The above list of job duties is not exhaustive, and a full Job Summary will be provided at Job Interview stage.