# JOB DESCRIPTION

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| Job Title | Plant Hire Assistant |
| Based | Needham Market |
| Reporting to | Plant &Transport Manager |
| Responsible for | Hire Desk |
| The Role |
| On a day-to-day basis, you can expect to be desk-based, working directly with the other departments, liaising regularly with suppliers, drivers and our Internal workshop team to ensure minimal delay in fulfilling the needs of the customer with readily available equipment. |
| Responsibilities |
| * Working on the hire desk alongside colleagues
* Booking in and out plant
* Communicating with the workshop coordinator for available plant
* Working with plant hire suppliers
* Hiring and off hiring plant (internal and external)
* Raising call-off orders for new sites
* Invoice inquires
* Working closely with suppliers
* Good communication/relations with site staff
* Checking for availability of lifting gear/small tools/CAT and Genny’s
* Transport allocation
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| Company Standards |
| **Time Keeping** Be punctual **Attitude** Attend work with a positive attitude and refrain from negative behaviour that may affect yours and others work. Be a team player, work for the success of your team. Set good examples to those around you and do not cut corners. Maintain outputs required for the position held**Co-operation**Work jointly with your manager for the success of the project you are working on.Assist and comply with requests but discuss concerns freely and encourage ideas and suggestions. **SHE Compliance**Comply with the Health and Safety at Work etc. Act 1974 to take reasonable care of your own health and safety, and that of any other person who may be affected by your acts or omissions. Co-operate fully with Breheny in respect of any matter relating to Safety, Health and Welfare.Take care of any company property provided for the above purpose. Adhere to All employees Standards & Guidance set out in S&G 000 Roles and Responsibilities. |
| Key Working Relationships: |
| The plant hire assistant will be working closely with the Workshop Coordinator, Site Staff and Plant & Transport Manager |
| Requirements: |
| * Should have a qualification/experience/knowledge of civil engineering major plant machinery
* Able to work within strict deadlines
* People management skills
* Good communication skills
* Excellent organisational skills
* Must have good IT abilities
* Able to adapt to new methods of working
* They must have a proactive approach to the efficiency of the plant department performance.
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| Hours of Work |
| Monday to Friday 0730hrs to 1730hrs |