

**CAREER OPPORTUNITY**

# FRANK KEY GROUP - HIRE DIVISION

**HIRE DESK CONTROLLER**

* Daybrook Hire Depot [Nottingham]
* Competitive salary + Progression

**Job Description**

We have an exciting opportunity for a [full time] permanent Hire Desk Controller to work as part of our successful team based at our busy Daybrook (Nottingham) hire depot.

The role involves working on the hire counter alongside other counter assistants, serving & liaising with customers, taking orders, investigating further business opportunities with both new and existing clients, whilst ensuring that drivers deliver and collect hire equipment in a timely fashion. You will be expected to support the Branch manager to ensure the depot runs smoothly.

The successful candidate will have a proactive hands-on approach and be committed to the expansion and success of the business. In return, we are looking for someone with industry experience operating in a fast-paced commercial hire environment who has the passion to provide top level customer service and wants the opportunity to progress in to a management role in the future.

**What we are looking for:**

* Experience working as a Hire Controller is essential
* The willingness to go above and beyond for any customer is essential
* IT proficient on Microsoft Office (Word, Excel and Outlook) is essential
* Full Driving Licence is essential

**Personal Attributes:**

* Driven to provide customer satisfaction
* Excellent communication skills with a clear telephone manner
* Strong organisational skills
* Ability to multi task & work under pressure to set deadlines and prioritise tasks along with a confident and flexible attitude

**Our Benefits Package**

* Very competitive salary dependant on experience
* Mon-Fri 07:00 – 17:00 (45 hrs p/wk. basic) + Saturdays 7.00 to 13.00 (34 per annum)
* 30 days’ annual holiday including bank holidays
* Enhanced Holiday Entitlement to reward company service
* Pension
* Training and Development Opportunities

We’d love to hear from you, please apply by sending your CV to our People Team:

**By email:** Careers@frank-key.co.uk or

**By post:** Frank Key Group, Head Office, Sansom House, Portland Street, Daybrook, Nottingham

**Closing Date: Thursday 6th December 2018**