



A fantastic opportunity to join a successful and growing UK company.

Sibcas Ltd is a leading manufacturer and hirer of modular and relocatable accommodation throughout the UK.

ASSISTANT HIRE DESK CONTROLLER *Competitive salary dependent on experience*

Due to the continued growth of the company and internal reorganisation at our Studley office, we are looking to recruit an enthusiastic and motivated Hire Desk Assistant to join our team. This role involves the management of orders and requests for Sibcas' products and services along with planning transport for the delivery and collection of these orders.

The role will involve various administration tasks which include:

- Answering incoming calls from customers and clients
- Taking of orders, processing and following them through to completion;
- Arranging delivery and collection of orders in accordance with the customer's requirements;
- Managing customer queries and requests, quotations, unit servicing, and job cards;
- Liaising, where required, with other depot employees, customers, depots, workshops and sales teams;
- Developing and maintaining knowledge of the depot's equipment for hire/sale including basic knowledge of accessories and safety requirements;
- Ensuring that all opportunities to maximise the depot and the group's sales to a customer are attained;
- Processing all input to IT systems and paperwork relating to on-hires, off-hires and stock transfers;
- Updating Sales Managers CRM system;
- Conducting additional ad hoc duties as may be required;

This is a challenging role requiring someone with a 'can do' attitude, exceptional customer service skills and an attention to detail. The successful candidate must be hardworking, reliable, well-presented and possess excellent communication & inter personal skills. A confident and polite manner is therefore essential as well as the ability to exercise initiative and work well within a small team.

Previous experience in an administration role or similar industry would be advantageous. Informal training will be provided to equip the successful candidate with the skills required to carry out their duties.

The hours are Monday- Friday 08:30 – 17:00 with a 1 hour lunch break.

In return you will be awarded a competitive salary, variety within your role, and the opportunity to work within a friendly and supportive team.

To apply for the above position, please apply online, or alternatively send your CV, including details of current salary & benefits, to: Human Resource Department, Sibcas Ltd, Easton Road, Bathgate, EH48 2SF.