

Role: Hire Desk Controller

Sector: Tool & Plant Hire

Location: Reading, Berkshire

Salary: £20,000 - £30,000 (dependent upon experience)

The Tool Hire Centre has a fantastic opportunity for a Hire Controller to join our Reading Branch on a full-time basis.

We are looking for an experienced **Hire Controller** to work as part of this successful team based at their depot in Aldermaston, near Reading.

The successful hire desk controller will be dealing with clients from the initial enquiry stages through to quotation, follow up, processing of the hire orders and transport to site.

In addition to inbound enquiries we are looking for individuals with a proactive approach who can investigate and further develop business opportunities with both new and existing clients.

Knowledge of tool / plant and construction hire equipment is essential.

#### **Roles and responsibilities:**

To be considered for the tool and plant hire controller position, candidates will have the following skills and experience:

- Excellent customer service skills and telephone manner
- Ability to multitask and demonstrate initiative and commitment
- Time-management skills, a flexible approach and a 'can do' attitude
- Strong organisational skills
- Accuracy and attention to detail
- IT proficient Microsoft Office (Word, Excel and Outlook)
- Ability to work as part of a team
- Self-motivated with the ability to work under own initiative
- Good communication skills both verbal and written

#### **Benefits:**

The Benefits for the successful Hire Controllers will be:

- Monday - Friday position
- Privately owned business that values its employees
- Starting salary of up to £30,000 (dependent upon experience)
- Pension
- Full time permanent role
- 20 days holiday + Bank Holidays

If interested and you think you have the skills required and want to work and grow with a forward-thinking, ambitious business get in touch asap.

To apply or for a private conversation please  
contact [jason.heath@toolhirecentre.com](mailto:jason.heath@toolhirecentre.com) or call 07547672329