Would you like a career with a market leader supplier of Non-Mechanical Products?

Elite GSS and Group of Companies are seeking a talented individual to join the team as a Hire Manager at our offices near Bedford.

Established in 2014, Elite GSS Ltd is a market leading supplier and award winner of SME 2022 awards of non-mechanical products for hire and sale. Our outstanding working environment(s), exciting career and development opportunities, ideal for individuals who are driven to deliver complete customer satisfaction. We recognize and reward hard work, loyalty and achievements with excellent incentives and a structured discretionary bonus scheme. You can also expect;

- Salary £30-35k DOE
- Private Health Care
- Career progression and management development opportunities
- Good holidays and Christmas Shutdown
- Social Staff Events

About you..

This position is an office-based position, within a busy but relaxed atmosphere. We are looking for applicants who are well presented with excellent customer service skills and a professional manner. If you are comfortable in customer service and sales situations, can co-ordinate and work alongside the Sales Manager within the business, then you are the person we are looking for.

Working as part of a team in a very busy and fast paced non-mechanical office. To provide a prompt and efficient service to customers both internal and external. To maximise all revenue opportunities and to administer all associated paperwork and to provide outstanding customer service at all times.

This position is a permanent, full time one and experience in the construction sector is not essential, as all training is provided to support your success in the role. However, strong customer service and communication skills are essential alongside the willingness to work within a busy and reactive environment.

Position Responsibilities

- Deal with telephone, email and face to face enquiries; orders from customers and provide accurate information as required.
- Ensure accuracy of all paperwork and that procedures for hire and sales contracts, purchase orders, stock transfers, asset administration, are adhered to.
- Liaise with the warehouse to ensure equipment required for hire is available.
- Co-ordinate Drivers to ensure equipment is delivered and collected from customers on time and efficiently.
- Ensure all deadlines are met in relation to reporting of information.
- Work within the Health & Safety policy of the company to ensure safe working practises.
- Maximise consumable sales opportunities at every opportunity.

Due to the location(s) you will require a full driving licence; and successful applicants will be required to attend interviews.

Salary: £30-35k DOE
Job Types: Full-time, Permanent