

Abacus Hire Centre East Midlands Limited

Job Vacancy

Title:

Counter Manager

Location:

Abacus Hire Centre, Oakham, Rutland

Duties include:

Opening up at 0730 Monday to Friday and 0800 on Saturday.

Locking up at 1700 Monday to Friday and 1230 on Saturday.

Interacting with customers in person, on the telephone and email.

Organising the work schedule of the driver/s and maintaining the diary of bookings.

Prioritizing maintenance and repairs as required.

Ensuring that customer details are kept up to date and that non-account customers' payments are received.

Balancing the cash, cheque and card transaction at the end of each working day.

Helping to maintain and repair the hire fleet, so a good level on practical/technical knowledge is essential.

Bringing to the attention of the Managing Director any health and safety matters of concern.

Qualifications:

Computer literate and apart from a sound grasp of numeracy and literacy, no specific qualifications are required.

As noted earlier, however, and good practical/technical knowledge of tools and machinery maintenance is essential.

Holidays:

4 weeks + 3 Saturday mornings + all Bank holidays

Remuneration:

Negotiable