



**HIRE SOLUTIONS**

## DEPOT ADMINISTRATOR– JOB DESCRIPTION

### BACKGROUND INFORMATION

**POSITION:** Depot Administrator

**FUNCTION:** To effectively and efficiently control all workshop administration including purchasing, chargeable damages and stock control. Liaise closely with the Workshop Foreman, and assist with hire desk duties when required

**LOCATION:** Depot based

**REPORTING TO:** General Manager

### RESPONSIBILITIES

- Keep electronic service records up to date on all unmanned plant
- Provide maintenance schedules for equipment on long term hire and liaise with customers on servicing in line with manufacturer's specifications
- Effective stock control of spares and fuels, liaising with suppliers for the best possible price and service while working within budgets
- Chase any delays on delivery of parts
- Review suppliers regularly to ensure best value and submit proposals for inclusion or removal to the Procurement Team at Head Office
- Match delivery tickets with supplier invoices/GAP orders
- Raise breakdowns on systems
- Liaise with the customer, prioritise breakdowns and liaise with mobile fitter assigned to the breakdown
- Raise electronic repair letters to the customer
- Identify any visual damages and report to Foreman
- Run month end report detailing all site damages
- Provide support to the Hire & Sales Coordinators as and when required
- Record all on/off hires and exchanges
- Use Smart Office for purchasing, equipment searches, internal depot transfers, stock control and customer enquires with no errors
- Process manual paperwork when necessary
- Carrying out any other reasonable duties as deemed necessary by the General Manager