

Job Title:	Workshop Coordinator	Job Category:	
Department/Group:	Transport/Workshop	Job Code/ Req#:	
Location:	Farnham	Travel Required:	N/A
Benefit Level:	1	Position Type:	Permanent
Salary Range:	£25-£30k	License Required:	
HR Contact:	Michael Webb	Report To:	Operations Manager
Job Description			
<p>We are a family business with 40 years of experience in supporting local contractors, builders, landscapers, and craftsmen, as well as the public with all their plant and tool hire needs. We have seven conveniently located Hire Hubs across Surrey, Hampshire, Berkshire, Kent and West Sussex, with sites in Farnborough (head office), Farnham, Guildford, Basingstoke, Reading, Maidstone and Horsham.</p> <p>As we continue to grow, we are now looking to recruit a Workshop Coordinator to be responsible for ensuring we maximise plant availability across our fleet, through overseeing maintenance regimes and projects across the company depots.</p> <p>The role will suit a plant engineer with supervisory experience who is looking to take the first step into management with the Plant hire sector. We are ideally looking for a multi-skilled electro-mechanical engineer who also has experience of working with diesel engines, electrical power tools and hydraulics.</p> <p>This is an excellent opportunity for someone to develop their skills across a wide variety of mobile plant.</p> <p><u>Responsibilities will include:</u></p> <ul style="list-style-type: none"> • Assist management with technical requirement - hire fleet utilisation and maintenance (analytics) • Assist Workshop Manager with issues relating to in-house repairs • Manage on-site breakdown management • Administration of equipment inspection sheets and relevant certificates • Coordinate the ongoing compliance of our grown number of vehicles, plant, tools and equipment that ultimately supports the efficient operation of our field-based workforce <p><u>The ideal candidate will be/have:</u></p> <ul style="list-style-type: none"> • Highly organised and display good planning skills, working independently using their previous experience to problem solve efficiently. • Aware of H&S in the workplace (IOSH Managing Safely is desirable) 			

- Extensive mechanical knowledge & experience, gained maintaining plant & machinery
- A good communicator with the ability to record and report issues identified and provide constructive feedback to the management team
- Knowledge of Heavy Plant is essential and Syrinx would be beneficial

Working hours are Monday to Thursday 7am to 5pm, Friday 7am to 5.30pm

Job Types: Full-time, Permanent

Salary: £25,000.00-£30,000.00 per year

****STRICTLY NO AGENCIES PLEASE****