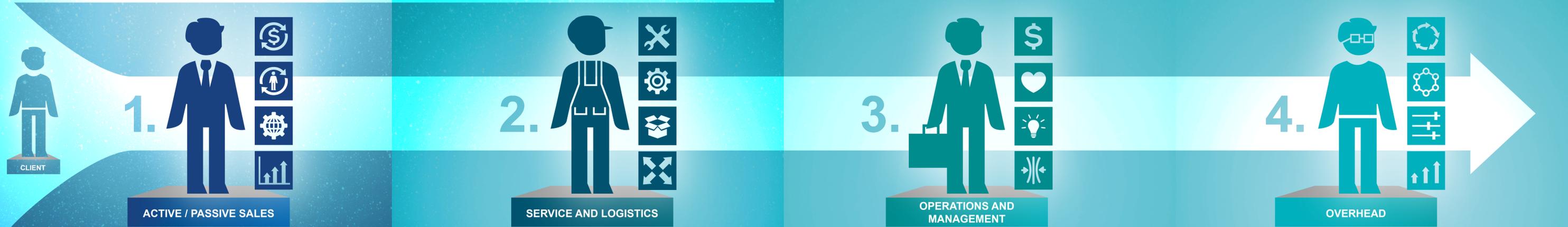


JOB POSITIONS in the equipment rental industry



- 1. ACTIVE / PASSIVE SALES**
- BID WRITER**
 - Completes tender searches
 - Writes and edits good quality technical and non-technical responses to bid/tender/proposal questions in a timely manner
 - Collates information, creates and distributes quotations as required
 - CUSTOMER CARE ADVISOR**
 - Ensures complete Customer satisfaction with the service
 - Provides service throughout all customer interactions
 - Sells additional services and products
 - KEY ACCOUNT MANAGER**
 - Represents the company and its values to existing clients
 - Provides customer service at all times
 - Consults and retains clients
 - SALES MANAGER**
 - Analyses and reports sales figures
 - Opens new accounts
 - Develops and executes trade shows and sales events
 - SALES REPRESENTATIVE**
 - Builds relationships with customers face to face and via phone
 - Encourages prospective customers to give the company a go
 - Manages the client database and quality assurance

- 2. SERVICE AND LOGISTICS**
- DRIVER**
 - Delivers and collects equipment
 - Carries out multi-drop deliveries
 - Provides excellent customer service as they are the face of the company
 - FITTER**
 - Refurbishes equipment if necessary
 - Carries out routine repairs and maintenance of equipment
 - Advises the workshop manager when spare parts are required
 - LOGISTICS MANAGER**
 - Manages the logistics team
 - Schedules all drivers and dispatchers Maintains accurate, up-to-date time and attendance records
 - Optimises equipment delivery and pick-up routes
 - PARTS SPECIALIST (BUYER)**
 - Executes purchase orders and monthly cost accruals
 - Buys replacements for faulty parts in time
 - Oversees all invoice discrepancies, works with vendors to correct them
 - SERVICE ENGINEER**
 - Checks on/off hire equipment
 - Prepares equipment for rent, including servicing, repairing, cleaning and testing
 - Carries out major repairs within the workshop when required
 - SERVICE MANAGER**
 - Leads the customer service team
 - Ensures the quality of customer care/service
 - Ensures direct attention to customer's needs, latest trends, business models and technologically-feasible solutions
 - STOCK/WAREHOUSE OPERATOR**
 - Reads customer order documents to accurately determine selection of products and assemblies inventory required
 - Unloads the vehicles and stores the equipment
 - Moves outgoing equipment for rent in accordance with all safety policies
 - TECHNICAL DIRECTOR**
 - Oversees the schedule and management of the technical team
 - Oversees the life cycle of each piece of equipment
 - Identifies and coordinates short and long term maintenance schedules and capital requests
 - TECHNICIAN**
 - Services and maintains a range of plant and powered access equipment within the depot
 - Provides technical support on site
 - Completes all relevant paperwork in line with equipment checks
 - TRANSPORT COORDINATOR**
 - Plans cost-efficient routes
 - Plans and organises the routing of deliveries and collections to meet business and customer requirements
 - Works closely with the transport manager and drivers to ensure the best level of service is provided to customers

- 3. OPERATIONS AND MANAGEMENT**
- AREA/REGIONAL MANAGER**
 - Develops customer base within the area
 - Develops and delivers structured sales plans
 - Analyses customer needs and service delivery Develops plans to improve them
 - BRANCH MANAGER**
 - Manages a team
 - Implements sales campaigns
 - Motivates and trains staff
 - COMMERCIAL DIRECTOR**
 - Builds and owns the end-to-end commercial plan
 - Tracks end-to-end rental performance
 - Delivers strategies to improve acquisition, retention, upselling and cross-selling
 - MARKETING MANAGER**
 - Develops marketing strategies
 - Initiates campaigns
 - Analyses and reports on the campaigns

- 4. OVERHEAD**
- CEO**
 - Controls the direction of the company
 - Decides the budgets for all departments
 - Targets and initiates business partnerships with other companies
 - CFO**
 - Assists in formulating the company's future direction and supports tactical initiatives
 - Monitors and directs the implementation of strategic business plans
 - Develops financial and tax strategies
 - FINANCIAL CONTROLLER**
 - Assists in preparation of annual tax documents
 - Prepares budget
 - Reviews budget proposals
 - HR DIRECTOR**
 - Developes and implements HR initiatives in line with organisational objectives
 - Leads the HR department
 - Contributes to long-term goals of the business and people development
 - HR TRAINING & DEVELOPMENT**
 - Implements and promotes the career development programs for specific groups
 - Connects the career development strategy with the business strategy and HR strategy
 - Sets the basic schedule of career development activities during the year
 - HR RECRUITER**
 - Manages from start to end the recruitment process for agreed vacancies within the business
 - Takes initiative to continuously improve the recruitment & retention processes
 - Liaises with managers on all levels, advises them of the best recruitment & retention process for their vacancies
 - PROCUREMENT DIRECTOR**
 - Establishes procurement categories and deals with these categories
 - Develops and executes a procurement strategy
 - Manages all spending, regardless of the nature of the operating influence
 - BUYER (EQUIPMENT/ FLEET MANAGER)**
 - Executes purchase orders and monthly cost accruals
 - Tactically sources new equipment
 - Analyses price and lead time negotiation
 - ACCOUNTANT**
 - Prepares asset, liability, and capital account entries by compiles and analysing account information
 - Ensures that all inter-company accounts are reconciled in a timely manner and that suspended accounts are analysed and cleared
 - Analyses variances, including those on commentary reports
 - QA MANAGER**
 - Assesses customer requirements and ensures that they are met
 - Investigates sets standards for quality and health and safety
 - Works with operating staff to establish procedures, standards and systems
 - H&S MANAGER**
 - Ensures that the H&S procedures of the company are respected
 - Ensures that employees work in safe conditions
 - Ensures that the company takes the appropriate measures for the health of its employees
 - LEGAL ADVISOR**
 - Conducts legal analysis and research on various legal matters of the client or the organisation
 - Provides advice on different legal issues and assists in drafting legal opinions, memoranda and other briefing documents
 - Prepares and drafts various acts and legal submissions
 - IT TECHNICIAN**
 - Sets up workstations with computers and necessary peripheral devices
 - Checks computer hardware (HDD, mouse, keyboards etc.) to ensure functionality
 - Installs and configures appropriate software and functions according to specifications
 - IT WEBSITE SOCIAL MEDIA**
 - Creates and implements a community engagement system and strategy
 - Sets up and updates corporate website and social media channels
 - Plans and creates material to share on social media networks
 - SYSTEM ADMINISTRATOR**
 - Installs new or rebuilds existing servers and configures hardware, peripherals, services, settings, directories and storage
 - Develops and maintains installation and configuration procedures
 - Researches and recommends innovative and, where possible, automated approaches to system administration tasks
 - SUPPLY CHAIN MANAGER**
 - Reviews and updates supply chain practices in accordance with new or changing environmental policies, standards, regulations or laws
 - Selects transportation routes to maximize economy by combining shipments or consolidating warehousing and distribution
 - Monitors supplier performance to assess ability to meet quality and delivery requirements
 - FACILITY MANAGER**
 - Carries out daily building inspection works and identifies defects and any need for upgrading
 - Ensures operational efficiency of buildings is achieved through the effective and efficient coordination of services
 - Maintains a high housekeeping standard at all times
 - COMMUNICATION MANAGER**
 - Manages external and/or internal communication
 - Takes care of all information going out of the company
 - Takes responsibility of social media communication