

## **Short Term Rental Controller – Dunsfold, Surrey**

We are recruiting for the above key role and are inviting internal applications to manage our rental fleets across depots within the South East, the role will be based in our Dunsfold offices in Surrey.

### **CANDIDATE ATTRIBUTES:**

- Experience of working within a rental business
- Excellent organisational skills
- PC literate in Word / Excel
- Accurate and methodical administration/logistical skills
- Good clear communicator internal/external
- Ability to cope under pressure, be flexible and meet deadlines
- Good customer facing skills
- Ability to work using own initiative and prioritise workload.
- Strong self-motivation with a proactive approach
- Teamwork - liaise well with each department
- Experience with using an ERP system, for example Protean, Autoline, SAP or similar.

### **CORE ACTIVITIES:**

- Increasing the number of trucks on hire within a given area
- Processing enquiries for short term rental and transport preparation of STR agreements, transport notes, etc.
- Preparing rental agreements and invoicing.
- Monitoring utilisation of short-term rental fleet, reconciliation and management of used equipment through monthly stock take.

If you believe you have the necessary skills to fulfil this role, please send a copy of your current CV and covering letter marked 'Strictly Addressee Only' to **Chris Morris** or email [info@granthandling.com](mailto:info@granthandling.com)

The above list of job duties is not exhaustive, and a full Job Summary will be provided at Job Interview stage.

**Closing Date: 31<sup>st</sup> August 2020**