



### **Apprentice Hire Controller (plant, tools, and equipment)**

Erith is seeking an apprentice to join its Hire Team based in Ebbsfleet, Kent. You will assist with the accurate and timely delivery of all plant hire and equipment and will be supported by a team of experienced professionals to develop a wide variety of skills and give you the best start to a rewarding career with an award-winning employer.

Your apprenticeship will take 12 months to complete.

The role requires an individual with excellent communication skills, both verbal and written, an excellent telephone manner, good IT skills and effective administration, planning and organisational skills.

You will be supported to develop these skills and, specific to the Hire Controller role, you will learn how to:

- Source and schedule hired plant/equipment
- Liaise with external hire plant suppliers as required
- Raise orders and confirm weekly invoicing
- Manage daily off-hires
- Perform other hire office duties including filing of associated paperwork

### **Working week**

Normal working hours are Monday to Friday 7.30am to 5.30pm (45 per week), plus every other Saturday. **This applies only to apprentices who are aged 18+.**

**Apprentices aged under 18 will work a max of 40 hours per week including training**

**Salary** negotiable but will be at least the National Minimum Wage relevant to the apprentice's age, therefore £11,255.40 to £22,230

**Apprenticeship details** (please click [here](#) for a full description of the qualification)

### **What we are looking for:**

**Personal Qualities** – you will need:

- Excellent Communication skills
- IT skills
- Good attention to detail
- Organisation skills
- Customer care skills
- Administrative skills
- Number skills
- To be a good team worker
- To be self-motivated

**Desired qualifications:**

- GCSEs, Functional Skills or Key Skills at grade C/4 or above in English and Maths (or equivalent).

**About Erith:**

Erith's primary business is to service the construction and related industries through enabling services comprising demolition, asbestos removal, remediation, earthworks, infrastructure, waste management and haulage divisions. Find out more at [www.erith.com](http://www.erith.com)

**Apply:** Please email your CV and a covering letter to [apprenticeships@erith.com](mailto:apprenticeships@erith.com)

**Closing date:** 1<sup>st</sup> July 2022