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Plant Hire Coordinator

The Role:

We are looking for a Plant Hire Coordinator to join BCS, part of the Barhale Group, a privately owned company first established in 1980. BCS is a leading supplier of safety and construction products and services that operates from our central manufacturing and distribution centre.

This role is responsible for improving the utilisation of hire equipment across the business. To ensure all hire opportunities are maximised and to identify areas for investment. The Plant Hire Coordinator is responsible for developing relationships with our customers and suppliers and to coordinate exchanges for externally hired equipment.

Key Responsibilities:

Utilisation

Monitor equipment off hired and identify where a transfer to a new hire is possible. Liaise with customers, fitters and logistics team to ensure equipment is delivered in good condition and the correct transport is provided.

Monitor equipment returned to the depot, liaising with the operations team on progress of service and pre hire checks. Working with the regional contacts and the Internal Sales Coordinators, source new hires for equipment ready for hire.

Obtain weekly external hire reports for key suppliers, and analyse equipment listed to identify potential exchanges and opportunities. Monitor hires sent to the external hire team.

Contact customers to discuss equipment exchanges utilising the information from the Internal Sales Team and external hire reports, and process all required paperwork; requisitions, off hires etc

Develop an awareness of hire durations for larger equipment to assist with planning future hires.

Identify areas for investment where a particular product is frequently hired externally.

Provide Barhale customers with a weekly plant availability report.

Operators

Source machine operators for BCS plant equipment where required. Complete all checks required prior to arrival on site, including licence details and competency.

Ensure the induction is completed by an experienced operator and copy paperwork is received. Maintain the operator matrix ensuring all information is provided, including the feedback following completion of week 4.

Manage all operator timesheets ensuring they are provided as required. Process the charge and costing information in the systems.

Internal Cost Management

Coordinate all equipment externally hired for BCS. Contacting preferred suppliers to source equipment following receipt of an approved requisition.

Process hire orders in the system and monitor durations. Off hire with suppliers as requested and process system costing GRNs.

Monitor system hire reports to ensure cost accruals are accurate.

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The Barhale logo consists of a stylized 'B' icon followed by the word 'Barhale' in a bold, sans-serif font.

Department Support

Provide back up for breakdowns reported by site that require third party assistance.

Contact preferred suppliers to attend site and raise relevant workshop jobs in the system and purchase orders.

Follow up on all third party repairs to obtain paperwork and costings, and process in the system selecting recharge as required.

Provide back up for off hire notifications received. To include managing the shared mailbox for all incoming off hire requests. Process in the system, selecting collection as required and providing the logistics team with any specific collection requests.

Key measures & targets:

Utilisation percentage of equipment

Efficient management of operator timesheets

Key relationships:

Hire Manager and Plant Manager

Plant fitters

Logistics team

External hire suppliers

Customers

Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Good administrative and organisational skills. Computer literate essential

Excellent communication skills, able to work alongside management, fitters and site personnel

Good understanding of customer service expectations and excellent telephone manner

Able to deal with reactive work

To have a commercial awareness

Knowledge of mechanical plant equipment

Hire company background

Desirable

Product knowledge of safety and survey equipment, and tool equipment

System experience similar to Syrinx or Summit

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

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About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.