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Modular Building Sales Coordinator

The successful candidate will be working closely with the existing operations team and will be accountable for contributing to the continued growth of our existing business.

As the Modular Buildings Coordinator, you will be responsible for:

- Provide all project documentation (i.e., method statements, ITP's)
- Work with the depot lead to ensure the budgets are maintained for the delivery of the scheme, report additions or disputes.
- Attend and provide internal meetings, review and feedback.
- Ensure safe work procedures are implemented.
- Customers:
- Professional and effective communication to provide excellent service throughout customer experience.
- Manage all correspondence, documentation and information relating to the project to customers, suppliers, and internal teams.
- Ensuring customers' expectations are managed effectively.

Operations:

- Contracts are delivered in accordance with appropriate Health and Safety and Construction Design and Management (CDM) regulations and good practice.
- Manage installations and dismantles, ensuring that jobs are completed within planned costs and timescales.
- Ensuring jobs are planned and all necessary resources are in place and managed. Including labour, materials, and subcontract requirements
- Projects delivered within agreed timescales and planned costs.
- Effectively manage change to scope and specification whilst maintaining customer satisfaction.

Knowledge and skills:

- Strong work ethic and customer service skills.
- Excellent communication and interpersonal skills.
- Excellent organisational skills and attention to detail.
- Experience in hire industry
- Staying up to date with services, policies, and regulations.
- Strong record keeping and analytical skills.

At LOC Hire we encourage everyone to take ownership of their own role, enabling you to develop original strategies and ideas. We offer a collaborative work environment where everyone is challenged while having a flexible approach to managing workloads.

We are proud of the success we've had to date but are now looking to take the business to the next level meaning there's never been a better time to jump on board. If you're looking for a fresh new challenge with a growing business send your full CV as required.

