

Hire Co-Ordinator - AUBURN

Responsibilities:

In this position you will be a pivotal part of the team, responsible for being the first point of contact and for the co-ordination of work for the hire team in Sydney.

Customer Interaction:

- 1st point of contact for all calls for Hire for Sydney
- Provide customer support and information on services and equipment availability.

Bookings and Scheduling:

- Manage and coordinate bookings for hire.
- Ensure equipment availability is accurate and up to date.
- Communicate with customers to confirm bookings and hire details.

Documentation and Record-Keeping:

- Maintain all paperwork related to hires, including contracts and invoices
- Recording Equipment going on Hire and off Hire in the current rental system
- Ensure all customer details are properly updated, filed and accessible.

Administrative Tasks:

- Organise daily schedule and workflows for the hire team for Sydney.

Please email your CV to hr@aesolutions.com.au