



## **EMPLOYMENT OPPORTUNITY**

### **Future Plant Services is seeking to recruit a full time Plant/Fleet Administrator**

This is a permanent position to be based in Birstall Batley West Yorkshire.

Reporting to the Plant Hire Manager, the successful candidate will assist in the administration functions of the hire desk, stores and fleet operations within the Company. A confident and professional telephone manner is essential requirement of this multifaceted position within the Company.

Computer literacy is also a key requirement; training will be given on the Company's Syrinx System.

#### **Key Responsibilities**

Assist in the daily administration;  
Answering and recording telephone enquiries;  
Inputting stores purchase and sales orders on to the system;  
Checking accuracy of invoices against orders;  
Processing hire orders;  
Producing and distributing regular reports;  
Other duties required to assist in the efficient running of the company.

Experience of working within the Plant Hire or Utilities Industry (preferred but not essential).

To register your interest for this role please contact Linda Wilkinson on 01924 918920 (internal extension 601) or email [l.wilkinson@fegroup.co.uk](mailto:l.wilkinson@fegroup.co.uk). Please remember to notify your Line Manager of your intention to apply for this role.

Closing date – Friday 4<sup>th</sup> November 2016