



Job Description

Hire Planner / Coordinator - The Drinking Water Club

Job description

The Drinking Water Club Ltd is a potable water solutions company. The health, safety and welfare of our people and our customers is priority. We are also proud of our commitment to our clients and delivering work at a very high standard which is allowing us to build an expanding client base and expand our fleet and personnel. We are looking to recruit a Hire Planner/Coordinator specifically within our water division service offering to deliver the quoting, and delivery of quality estimates and quotes for works requests. To plan, coordinate and deploy resources to ensure coverage of day-to-day requirements and associated equipment, compliance with water regulations and paperwork.

Key in this role is to ensure

- vehicles leave the depot on time and safely and monitor service changes as they arise and manage customer expectations.
- Raise job requests on sage and ensure the records for works completed are matched in preparation for invoicing.
- To ensure the company maintains compliance with all regulations for the operations of water provision and the use of LGV vehicles.
- The administration of resources including raising job instructions, job sheets return and assisting in validation and sign off weekly timesheets.

A key requirement is to ensure effective and proactive communication with customers as required to drive service excellence and ensure the delivery to demanding blue chip clients as may be required on time and within commercial requirements.

The successful applicant will be servicing contracts across our existing client base including Heathrow Airport Ltd, and various other clients in London and Southern England.

Job benefits include:

A full-time position · Twenty days paid holiday per year · Full uniform and PPE equipment provided · Regular training · Basic 50 hours per week Monday – Friday 06:00 – 16:00 or 07:00 – 17:00 to suit the business.

Requirements

- Coordinate with cross-functional teams to ensure project objectives are met.
- Work collaboratively with other planners in the business.
- Understanding of Tanker Operations and compliance of potable water regulations and legislation an advantage.
- Basic vehicle planning and associated plant equipment awareness
- Must be IT literate and able to leverage software and hardware platforms to advantage.
- Commercially astute, analytical with a high degree of numeracy.
- Safety, Health and Environment Awareness
- Current full driving license.
- Minimum of 5 years' experience in a planning/co-ordination role in operations.
- Demonstratable operational and driver management capabilities.

Salary: £40,000.00-£45,000.00 per year