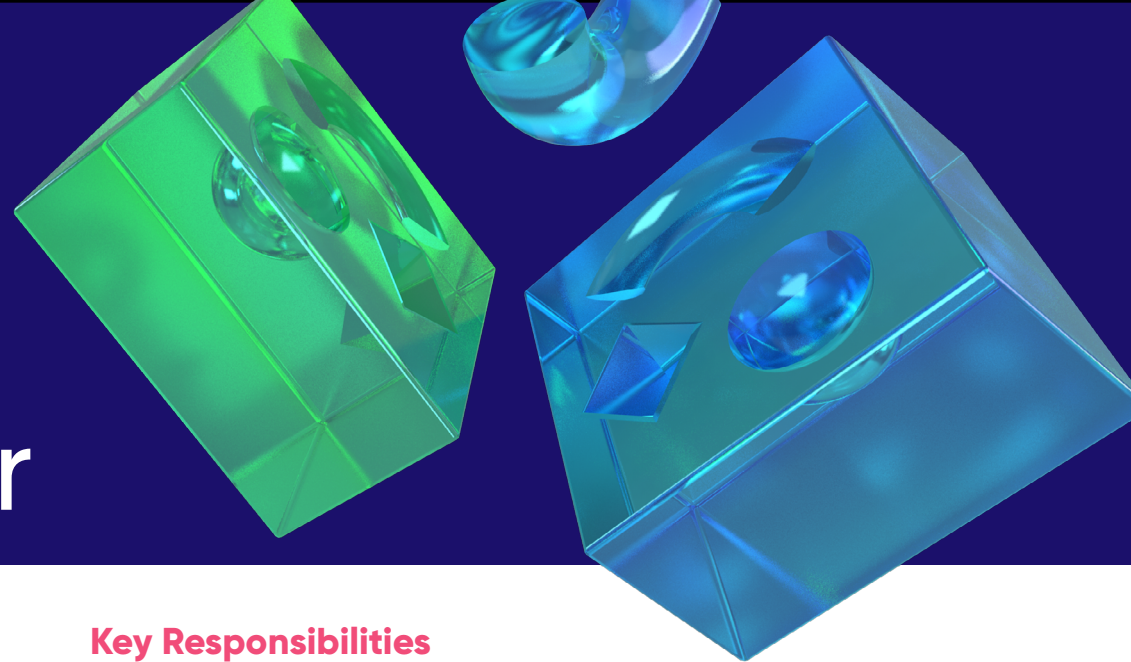


We're hiring: Dry Hire Coordinator



Join SLX and become part of an organisation that believes in your potential, encourages your creativity, and empowers you to make a difference. Together, we can achieve remarkable things, shape a brighter future, and create unforgettable experiences for our clients.

The Dry Hire Coordinator plays a crucial role in delivering exceptional services to both internal and external customers. This role involves various tasks, including order processing, offering guidance and assistance, welcoming clients, resolving issues, and providing on-hire support. As the initial point of contact for SLX clients, your actions significantly impact their overall experience and satisfaction with SLX.

Why join SLX?

- + Work with a diverse and talented team of professionals who are passionate about delivering high-quality technical solutions.
- + Access to one of the largest inventories of technical kit in Europe, providing exciting opportunities for innovation and learning.
- + Opportunity to collaborate closely with experienced creatives and project managers and expand your technical knowledge and skills.
- + Competitive salary and benefits package.
- + A supportive work environment that fosters personal and professional growth.
- + At SLX, we believe in a fairer future for all, valuing respect and embracing diversity. We are proud to be a B Corp and a living wage payer, demonstrating our commitment to social and environmental responsibility.

Key Responsibilities

- + Providing administrative support to field-based staff, including Business Development Managers.
- + Efficiently processing and updating orders using Easyjob.
- + Managing the main SLX telephone line, promptly addressing inquiries, and redirecting calls when necessary.
- + Handling emails received at hello@ and responding appropriately.
- + Building and maintaining strong relationships with both internal and external clients.
- + Acting as a liaison between warehouse teams and field-based staff to resolve issues such as shortages, equipment problems, or missing items.
- + Balancing the expectations of internal departments and clients while optimising the use of internal resources to maximise profitability.
- + Assisting with invoicing and following up on payment collections.
- + Serving as an ambassador for SLX, promoting the company's values and mission.
- + Undertaking other duties as reasonably required by your line manager.

How to apply

If you are a proactive, resourceful, and customer service focused professional with a passion for the hire industry, this is the opportunity for you. Join SLX and embark on a journey where your skills and expertise will be valued, your ideas will be heard, and together, we will create exceptional experiences for our clients.

Please send a copy of your CV along with a covering note stating why you feel you have the qualities to take up this challenge to careers@slx.co.uk.

Qualifications and Experience:

- + Self-driven and confident with a personable demeanour.
- + Strong ability to cultivate relationships with clients.
- + Effective planning and organizational skills.
- + Exceptional written and verbal communication skills.
- + Proficiency in interpreting client briefs and devising technical solutions.
- + Comprehensive understanding of SLX's hire equipment inventory.
- + Commercial awareness with a solid business acumen.