

Position Description

Position Title	Hire Assistant NSW
Position Title of Supervisor	Production Manager
Reporting to this Position	N/A

Position Summary

Assist manage hire requirements, quoting and crewing.

Essential Responsibilities and Functions

Hire Duties

- Hire client liaison from initial contact through to completion of hire.
- Telephone answering / customer enquiries.
- Preparation of hire quotations for both hire & production department as required.
- Operation of stock control software.
- Manage equipment sub hire from suppliers.
- Direct liaison with driveway hire clients as required.
- Client instruction on equipment operation – including preparation of paperwork when required.

Crewing

- Assist with assigning crew for production jobs and timesheet completion for casual staff.

Other Duties

- Preparation / return of lighting equipment for hire & production when required.
- Assist Hire Manager in strategies to increase sales.
- General duties as directed.
- Delivery duties when required.
- Loading and unloading of vehicles.
- Communicate and assist with associated companies in the Lightmoves Group.



Core competencies

- Collaboration** - Work productively with diverse individuals in a variety of roles.
- Resourcefulness** - Ability to tackle unforeseen challenges using existing resources.
- Leadership**
- Managing change
 - Solving problems
 - Display drive and purpose
- Negotiation** - Strong ability to negotiate contract terms and pricing.
- Conflict Resolution** - Ability to diffuse conflict with team and clients.

Knowledge and Skill Requirements

- Efficient team leadership skills.
- Ability to forward plan and prioritise workload.
- Sound knowledge of the entertainment industry and products.
- Experience with Microsoft Windows & Office applications. Vectorworks experience would be advantageous but not a deal breaker.

Hours of Work

Full Time Role – 37.5 hr p/w

Expected working hours are 7.5 hours between 09:00-17:00 Monday to Friday with a 30 minute lunch break

Projects

When work load permits, opportunity exists for project work on site. This would include bump in/out, operation etc. pending skill level. It is important to note that the Hire position is predominantly office based. Much of the project work available would be after hours, weekends or as work load permits.

Applying

To apply for the Hire Assistant role please email through a current CV and cover letter to hr@resolutionx.com.au