



Job Title: Plant Co-ordinator / Hire-desk Controller / Junior Buyer
Company: Network Plus Ltd
Location: Salford, Greater Manchester
Job type: Permanent
Date Created: 23rd September 2020

The Company

At Network Plus we safely deliver and maintain essential water, gas and electricity supplies to millions of customers across the UK daily, with expertise and experience across our chosen industries, we provide full turnkey solutions including feasibility, design, planning, construction, servicing and maintenance. The company has several depots across the country employing more than 2000 people with a turnover above £200 million.

Job Purpose

Due to ongoing expansion and growth we are looking to recruit someone to support the daily requests coming into the central hire desk. The hire-desk is responsible for all order requests for the business to ensure safe & efficient delivery of our works at the most competitive rates with minimum downtime to the operation.

Key Responsibilities

- Working as part of the team to support the day to day operation of the Supply Chain department
- Raise purchase orders with good detail and send to the suppliers
- Complete all administration tasks as required
- Field internal and external calls to deliver all business requirements
- To ensure our asset management system is up to date at all times
- Liaise with suppliers to ensure plant is delivered to site and on time as requested
- Support with breakdowns to minimize downtime
- Take requests from internal customers and place the relevant orders with suppliers.
- Ensure all contract costs are accurately allocated to the correct project codes and in the correct weeks.
- Liaise with other departments to ensure data integrity is correct and any discrepancies are identified, and re-occurrence is avoided.



Qualifications and Skills Required

- The successful candidate will be ambitious, willing to learn and keen to grow with the company in a busy Supply Chain department.
- Previous Plant hire / hire desk experience would be an advantage with a knowledge of the Utilities industry but not essential
- Strong IT Skills (Outlook / Word / Excel)
- Interest in plant hire or purchasing
- The ability to plan your day and prioritize workload
- Confident phone manner

The Package

- £19K to £22K per annum
- 22 Days Holiday + Bank Holidays



At Network Plus, we are always looking for people who can help us deliver exceptional service to our clients and customers. We carry out a wide range of activities in a variety of sectors, so careers with us offer plenty of opportunity for progression.

We believe in long term investment in our employees, including training, development programmes and continuing professional development (CPD). We are committed to recruiting from every community regardless of gender, age, race, disability, sexual orientation or social background.

We are Armed Forces-friendly. We welcome applications from ex-Armed Forces personnel, reservists, armed forces veterans, cadet instructors and military spouses/partners.