



Job Description

Position: **Dry Hire Coordinator**

Reporting to: Operations Manager

Salary: Negotiable

Location: Wallingford, Oxfordshire (some remote working negotiable)

Job Purpose

Following the COVID-19 pandemic, OTP has rapidly recovered to maintain its position as a leading production resource in the UK events sector and already has several high-profile and exciting, confirmed projects for 2022 alongside its regular contracts. OTP supplies both private and corporate clients with industry-leading sound, lighting, staging, structure and power generation equipment UK wide.

This position will see the successful candidate working within OTP's dry hire department to further improve our established foundations of an industry-leading operation.

As a Dry Hire Coordinator, you will liaise with clients from initial enquiry, through quotation and logistics to implementation and after-care. This role will require communication with both private and corporate customers alongside trade hire to fellow production companies. There is also the opportunity for involvement in further development of the Company's dry hire business; and through financial reporting and market research you will have an opportunity to shape OTP's future hire stock, advising on investment in new equipment to realise additional sales and open potential new markets.

You will drive commercial opportunities through the development of customer relations and ensure representation of the Company and brand is always exceptional. You will also be required to assist with the continuation and development of financial reporting on dry hire operations, presenting back to the senior management team at regular meetings and team updates.

You will remain focused on profitability through commercial decision-making, careful maintenance of all Company property and problem solving to develop best and most effective operational practice. You will also help maintain high standards of equipment maintenance and presentation to ensure we continue to offer the best level of customer service possible.

EVENT PRODUCTION | STAGES & STRUCTURES | DRYHIRE

www.origintechnicalproductions.co.uk | Wyndham House, Lester Way, Wallingford, Oxon, OX10 9TD | 01235 816497

Origin Technical Productions Ltd is a company registered in England and Wales. Company registration No. 8297114.
Registered office: The Old Dairy, 12 Stephen Road, Headington, Oxford OX3 9AY.
VAT registration: 152 4687 02

Principle Responsibilities

Customer Focus

- Communicate with clients to facilitate their needs for events, making suggestions for equipment, timescales and working environment needs.
- Ensure all dry hires are delivered to the highest standard with customer satisfaction the utmost priority.
- Analyse and act upon customer feedback to improve internal systems and identifying future opportunities.

Effective Coordination & Operations

- Manage and co-ordinate the preparation and delivery of hires, liaising directly with OTP colleagues and clients.
- Ensure cost efficiency is a key consideration for all hires.
- Operation of hire management software, *Current RMS*.
- Maintain management software, keeping developments, changes, cancellations and new bookings updated accordingly, and updating OTP colleagues as required.

Building working relationships

- Maintain a positive working environment for the whole team through effective and engaging development of working relationships.

Benefits

- Funded training.
- Enrolment on the company pension scheme.
- 25 days paid holiday per annum plus bank holidays.
- Overtime available.
- Company branded clothing and PPE.

Personal Specification

Essential

Experience with technical production equipment
Excellent communication and planning skills
Meticulous eye for detail
Creative thinking and willingness to contribute ideas
Positive outlook and frame of mind

Desirable

Counter-balance Forklift License
Cat B Plus E Driving License
Ability to work across all production disciplines
Good sense of humour

EVENT PRODUCTION | STAGES & STRUCTURES | DRYHIRE

www.origintechnicalproductions.co.uk | Wyndham House, Lester Way, Wallingford, Oxon, OX10 9TD | 01235 816497

Origin Technical Productions Ltd is a company registered in England and Wales. Company registration No. 8297114.
Registered office: The Old Dairy, 12 Stephen Road, Headington, Oxford OX3 9AY.
VAT registration: 152 4687 02