**Resource & Planning Coordinator**

As a professional, dynamic Operations Coordinator you will be supporting all aspects of the Just go Motorhome Operations Team. Working in a fast-paced environment alongside customer service, workshop and logistics the main focus of the role will be to allocate workloads ensuring that teams follow processes to deliver vehicles to our hire customers in pristine condition. This role may involve some European travel.

The successful candidate will play a key role in supporting the Operations Team to achieve the required depot performance through effective planning, organisation and direction. No previous experience of the vehicle rental business is necessary but experience of working as part of a team would be an advantage. Role is based predominantly outdoors, in all weathers.

**Day to day duties will include but not limited to:**

* Assist in ensuring quality management and workflow processes are followed
* Work closely with operations management team to develop and implement strategies to increase productivity within the Operations Team
* Motivate, lead and organise the team to increase efficiency within the Operations department without compromising standards
* Allocating staff to workloads whilst maintaining close working relationships with team leaders to ensure standard inspections are carried out within the correct timeframes
* Supervision of staff and activities throughout the day to ensure tasks are delivered in a timely manner
* Manage fleet locations effectively to ensure ease of access to vehicles for all operational activities
* Be responsible for the movement of vehicles around depot and off site to third parties
* Be accountable for ensuring the overnight security of all vehicles

 **The ideal candidate:**

* Your knowledge of IT programmes means you'll take to spreadsheet management, databases and schedules with ease
* This role will require you to be extremely organised and methodical even when under pressure and to be comfortable dealing with multiple priorities at any one time
* You will be confident in communicating across all levels and can build positive relationships with your internal and external customer
* The successful candidate will have a strong attention to detail with the ability to meet deadlines and schedules and able to work with frequent interruptions and under tight time constraints
* The ability to analyse actual and potential problems and be proactive in seeking relevant solutions will be an advantage and demonstrate the ability to see the bigger picture
* Good planning skills will support business efficiency
* Full and clean UK driving license is preferred

Full time, permanent contract
Salary: £20,000 - £22,000
Company pension and bonus scheme
Free Parking on site