

Equipment Assistant

Fixed-Term Part Time Role Available

Location: 3 Thistle Avenue, Masterton

Festival Hire is looking for a friendly, motivated, methodical and enthusiastic person to join our team for our upcoming busy season. We're seeking a true multitasker who thrives in a fast-paced environment, is organised and methodical, and brings confidence, reliability and the ability to work independently.

As the Equipment Assistant, you'll play an important hands-on role in keeping our hire and catering operations running smoothly. Your main focus will be cleaning, processing and preparing equipment, ensuring everything is thoroughly cleaned, checked, organised and ready for its next hire.

From washing and processing catering equipment to maintaining our hire stock and keeping our inventory organised, you'll take pride in making sure everything is presented to a high standard. You'll also provide support to our showroom team when needed, assisting with hire enquiries and customer orders.

If you have a strong focus on cleanliness, presentation and precision and thrive on being part of a busy, supportive team, this could be the perfect opportunity for you. You'll be joining a fun, energetic and action-packed industry where your contribution makes a real difference to our team and our customers' special occasions.

- SKILLS and EXPERIENCE -

The ideal candidate must have the following attributes:

- Work under pressure, follow instructions, use their initiative and have self-drive to work independently.
- Have a methodical work style. Being thorough and efficient is vital.
- Attention to detail is a must. We take great pride in all of our equipment looking great and kept in very clean conditions.
- Excellent customer service skills are important as you may be assisting with orders and clients in the showroom and on the phone.
- Reliability. Our team depends on each other to keep equipment cleaned, processed and ready for hire within tight timeframes.
- Team player. Being a small locally owned business, we all help each other achieve our clients dreams while having fun.

The ideal candidate must have the ability to work under pressure, follow instructions, display the ability to use their initiative and enjoy the opportunity to get creative. If you are described as having a high level of attention to detail or a tad OCD, then this role would suit you well.

- DUTIES and RESPONSIBILITIES-

- Cleaning and processing of equipment. Glassware & catering items
- Accurately processing the returns and cleaning of equipment
- Keep accurate records of returned equipment
- Assisting with clients returning equipment
- Getting orders ready for distribution or collection
- Answering phone enquiries when needed
- Stock checks & record keeping when needed
- Assisting with serving customers with retail stock inc Helium balloons & taking orders
- Assisting other team members when appropriate for the benefit of the company
- Follow all company policies and procedures at all times

Suggested days of work:

- Monday 10am – 3pm
- Tuesday 9am – 4pm
- Wednesday 9am – 3pm
- Optional - Every second Saturday 8.30am – 1pm

Additional hours may be available during peak weeks. All training will be provided onsite. Competitive remuneration is offered.

Fixed term role to support our upcoming busy season. Starting November – March 2027

To find out more or apply please visit [www.festivalhire.co.nz/about us/vacancies](http://www.festivalhire.co.nz/about-us/vacancies)

If you have any questions, please do not hesitate to contact Shelley on 06 3789537 or email shelley@festivalhire.co.nz