

# Hire & Equipment Assistant

## Part Time Role – Minimin of 15hrs

*Location: 3 Thistle Avenue, Masterton*

Festival Hire has an opportunity for a friendly, creative person with first class customer service to join our team. We are looking for a multitasker extraordinaire who can handle a fast-paced environment, someone that is methodical, confident, trustworthy and that can work under their own initiative.

This position is a part time role as the Hire & Equipment Assistant. Coordinating the catering/cleaning area you will be assisting with all processes, including cleaning of our hire & catering stock, while supporting the showroom with hire enquiries & creative retail designs.

This will mean you could be polishing glasses one minute and creating vibrant balloon designs or assisting a client with their hire, the next. The successful applicant will be playing a vital key team role in a fast paced, action-packed and fun industry.

### - 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.
- Experience with retail sales would be an advantage.
- 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 will be dealing with orders and clients in the showroom and on the phone.
- Creative with a flair for retail design concepts which could include balloon creations or event planning assistance with clients on the showroom floor.
- Efficient with computers & technology.
- 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 & more.
- Accurately processing the returns and cleaning of equipment
- Keep accurate records of returned equipment
- Cash handling with our POS system.
- Assisting with clients returning equipment
- Serving customers with retail stock inc Helium balloons & taking orders
- Getting orders ready for distribution or collection
- Answering phone enquiries when needed
- Stock checks & record keeping when needed
- 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 11am – 5pm
- Tuesday 11am – 5pm
- Friday 10am – 4pm
- Every second Saturday 8.30am – 1pm

The right candidate has the opportunity to progress and grow within the business. Competitive remuneration is offered.

If you have any questions, please do not hesitate to contact us on 06 3789537 or email [hireit@festivalhire.co.nz](mailto:hireit@festivalhire.co.nz)