



Job Specification

JOB TITLE:	General Assistant
DIVISION:	Powerhire
LOCATION:	Dover, Kent
REPORTABLE TO:	Service Manager
HOURS:	40 hours, Monday to Friday

Job Purpose:

Responsible for general servicing and preparing jobs. Troubleshooting and repairs of Diesel Generators and related equipment according to company standards.

Key Responsibilities:

- Job preparation in the yard
- Execute routine services of plant at depots and customer sites
- Control of spares support in accordance with company procedures
- Physical control of release and return of plant, including allocation of plant to meet contract requirements.
- Assist with installations on sites.
- Complete service reports, time sheets and test sheets
- Ensure service vehicle service equipment and work area are maintained in safe and good order in compliance with QHSE

Qualifications & Requirements:

- Good basic secondary education, with Mathematics or an equivalent qualification.
- Full drivers licence is required
- Forklift truck licence desirable
- Good communication skills
- Ability to work in a team
- Ability to work under a low level of supervision and under own initiative
- Commitment and Self-motivation

Remuneration:

- Competitive Salary
- 20 to 23 days holiday, plus birthday leave and bank holidays
- Overtime available on Weekday and Weekends
- Preferably based in Kent or South East

Training:

- Career and Personal Development training will be provided at the discretion of the company
- Long-term Progression Opportunities

If you are interested in this role and feel that you have the experience and knowledge to carry out these duties, please send your CV along with some information about yourself to: HR@tgc.uk.com