



Join the Team at Berkache Services

Due to continued growth, Berkache Services is recruiting motivated, reliable and ambitious people to join our team in a range of exciting roles.

As an award-winning business providing portable toilet hire, welfare units, industrial cleaning, water jetting, drainage services and specialist environmental solutions, we offer varied career opportunities where no two days are the same.

Available roles:

1. Administrative & Accounts Assistant

We are seeking an organised and proactive Administrative & Accounts Assistant to support our busy operations.

The ideal candidate will have:

- Previous experience in an administrative, booking, scheduling, hire desk, or customer service role.
- Accounts experience, including invoicing, purchase orders, credit control, or general bookkeeping.
- Excellent communication and organisational skills.
- Confidence using computer systems, Microsoft Office, QuickBooks and general printing & filing skills.
- The ability to work independently and as part of a team.

Experience within the hire industry or a similar fast-paced environment would be advantageous. However, we are also keen to hear from enthusiastic individuals who are willing to learn and develop their skills, as full training and support will be provided for the right candidate.

Some of the responsibilities will include:

- Processing and recording purchase invoices.
- Raising and sending customer invoices.
- Managing accounts payable and accounts receivable.
- Monitoring outstanding invoices and carrying out credit control.
- Reconciling bank accounts, supplier statements and payments.

- Preparing information for the company's accountant.
- Assisting with VAT records and financial reporting.
- Managing staff timesheets, overtime and payroll information.
- Processing and checking staff expenses.
- Maintaining accurate customer and supplier records.
- Setting up new customer and supplier accounts.
- Managing purchase orders and matching invoices to jobs.
- Assisting with job costing and monitoring costs against individual jobs.
- Answering telephone calls and customer enquiries.
- Managing bookings and assisting with scheduling work.
- General email and office administration.
- Maintaining organised electronic and paper records.
- Assisting with transport, fleet and compliance administration.
- Keeping vehicle, insurance, MOT, servicing and other important records up to date.
- Supporting the Directors and management team with general administration.
- Helping develop better office and accounting procedures as the company continues to grow.

2. Operations Managers

We're looking for a highly organised, hands-on and experienced Operations Manager to oversee the day-to-day running of our growing tanker and hire operations.

Working closely with our Directors and Services Manager, you'll be responsible for organising daily workloads, managing the team, maintaining good standards and discipline, and ensuring jobs are successfully managed from start to finish.

We're looking for someone who is a strong leader and a good motivator, with the confidence to manage a busy team, solve problems and take responsibility for day-to-day operations.

Experience within our industry would be an advantage but is not essential. Knowledge of HGVs and transport operations would also be beneficial.

Negotiable rate of pay based on experience.

Key responsibilities

- Manage and coordinate the company's day-to-day operations.
- Plan daily and weekly workloads for drivers, technicians and operational staff.
- Allocate vehicles, tankers, equipment and staff to jobs efficiently.
- Ensure jobs are properly planned, communicated and completed successfully.
- Manage changing workloads, breakdowns, emergency callouts and operational problems.
- Monitor staff performance, punctuality, presentation and standards of work.
- Work closely with the Directors and Services Manager to improve operational efficiency.
- Help manage key customer accounts and maintain strong customer relationships.
- Ensure vehicles and equipment are maintained, inspected and available for work.
- Coordinate servicing, repairs, MOTs and maintenance requirements.
- Assist with HGV, transport and operator compliance administration.
- Ensure drivers' hours, vehicle checks and relevant records are properly maintained where applicable.
- Ensure jobs are carried out safely and in accordance with company procedures, RAMS and relevant legislation.
- Review completed jobs, paperwork, photographs and job sheets to ensure work has been completed correctly.
- Assist with staff training and development.
- Identify operational problems and implement practical solutions.

- Help develop systems and procedures as the company continues to grow.
- Assist the Directors with purchasing, fleet planning and operational investment decisions.

The Ideal Candidate

We are looking for someone who is:

- **Highly organised** and capable of managing multiple jobs and priorities.
- An experienced people manager and confident leader.
- **Fair but firm**, with the ability to maintain discipline while keeping staff motivated.
- Calm and practical when dealing with problems and changing circumstances.
- Comfortable taking responsibility and making decisions.
- A strong communicator with both employees and customers.
- Commercially aware and conscious of labour, fuel, vehicle and operational costs.
- Confident using computers and operational/admin systems.
- Willing to get involved and understand how jobs are carried out on site.

Experience within **waste management, drainage, tankers, environmental services, plant hire, construction, transport or a similar operational industry** would be beneficial but is not essential.

Knowledge of **HGVs, fleet management and transport compliance** would be a strong advantage.

What We're Looking For

This role would suit someone who wants to take genuine responsibility for an operation rather than simply manage from an office.

As Berkache Services continues to grow, we want the Operations Manager to become a key member of the management team and help us build an organised, disciplined and efficient operation capable of supporting the next stage of the company's growth.

3. Service Technician/ Jet vac operator (21+)

We are also recruiting Service Technicians and Drivers to support our expanding operations team.

This is a varied and hands-on role where no two days are the same. Successful candidates will be responsible for delivering high standards of service across a range of activities, including:

- Some Portable toilet servicing and maintenance.
- Event setup and breakdown with our toilet hire crews.
- Industrial cleaning and jet washing, with training available for working at height, confined spaces and rope access; equipment will be provided.
- Water jetting and drainage operations.
- Delivery, set-up and servicing of welfare units and luxury toilets out on sits.
- General site support.
- Vehicle checks and safe operation of company equipment.

What we're looking for:

- A strong work ethic and positive, can-do attitude.
- Excellent attention to detail, pride in delivering quality work.
- Mechanical knowledge or practical skills would be helpful but are not essential. We value people who are willing to turn their hand to different tasks, bring fresh ideas to the table and take pride in excellent work.
- Good communication and customer service skills. Our staff must be confident, polite and willing to always help customers.
- Flexibility, willingness and commitment to undertake a variety of tasks.
- A Class 2 (Category C) licence would be advantageous but is not essential.

Full training will be provided, including Jet Vac operations and specialist equipment training. Support may also be available towards obtaining a Class 2 licence for candidates who are committed to becoming a valued part of our growing business.

Why Join Berkache Services?

- Award-winning business.
- CHAS Accredited Contractor.
- Diverse and interesting work across multiple industries.
- Ongoing training and career development opportunities.
- A highly motivated, friendly and supportive team environment.
- Opportunities to progress your career within a driven and fast-growing company.

At Berkache Services, we pride ourselves on providing professional, reliable services across Yorkshire. Whether you're an experienced professional or someone looking to build a long-term career with a growing business, or just looking for a change of scene, we'd love to hear from you.

Apply Today

Please let us know which roll you would like to apply for, send your CV and a brief covering letter outlining your experience and suitability for the role to:

Email: lyes@berkache.co.uk

After your CV and covering letter have been submitted, shortlisted candidates will be invited to a face-to-face meeting at our office. If you have any questions, please drop us a call.

07939255535

07814896746

Berkache Services Ltd.