



## HX CAR PARK MANAGEMENT LTD

### Litigation and Office Manager

- **All applicants must apply via email by Friday 15<sup>th</sup> December. This role will start early 2018. The actual date can be agreed to come in line with your notice period if required.**

HX Car Park Management Ltd are recruiting for a multipurpose office manager to join a professional company in Halifax.

We are a car park management/enforcement company with car parks we manage nationwide, however everything is managed from West Yorkshire. You will receive excellent training, clear career prospects & a competitive salary plus bonus.

As a business that have a reputable name in the industry, this is a fantastic opportunity to join us at this stage as we will continue to grow in the coming years which will lead into career development.

You will be joining the business to be the key face of the company, managing the office and office staff. The role is mainly office based, covering all aspects of the day to day running of the business and working with our solicitors.

The ideal candidate will grow to understand the business and after 3 months of training, you would attend small claim court hearings to put up our defence on any unpaid parking charges. Full training on this will be given from our solicitors. Travel expenses will be covered by the company.

This is an ideal opportunity for somebody who has strong customer service skills and is confident in leading and managing a small team of administrators. You do not have to be legally trained to represent the company in a small claims court. However, if you have studied law/breach of contract that would be of a benefit.

The candidate must be/have:

- Strong minded
- Good management skills to motivate people and manage efficiently
- Good time keeper
- Confident
- Be able to use PCs/Laptops
- Full UK driving license and vehicle
- Ambitious
- Smart appearance
- Good delegating
- Willing to learn
- Strong communication
- Organised
- A-C in English and Maths at GCSE

If you would like to apply for this role, please email your CV to [enquiries@hx-pcn.com](mailto:enquiries@hx-pcn.com)