

Require a Fleet Administrator

We're a great business with great people – be part of it!

ABOUT US

United Rental Group is a vibrant and energetic business that employs enthusiastic, and highly motivated people. You will be working alongside some great colleagues who love what they do.

We are proud to be the market leader in our sector. United Rental Group Ltd owns and operates United Rental System, a Licensee network of some 600 plus independent vehicle rental companies, operating from over 750 rental locations throughout the UK. Together they are 'Britain's best local independent vehicle rental operators in Britain's biggest vehicle rental network'.

Across our Licensees, we are responsible for supplying many thousands of vehicles annually, along with over **30** other products and services our Licensees require to run a successful hire business.

We've been doing this since 1991 - we're good at what we do but continually seek to improve - hence we need more good people!

We give each team-member the opportunity to make a real impact in the business & fulfil their potential. In return, our colleagues support each other & strive to make the business the best that it can be. If you're looking for a varied role & to be a part of our journey, then this position is for you.

The particular role will report into the Licensee & Fleet Services Manager.

SPECIFIC DUTIES

- Complete the purchase order process efficiently
- Input new vehicle orders onto the system using prepared quotes for a variety of vehicles and manufacturers
- Update vehicle details onto vehicle records
- Chase, receive and upload invoice instructions
- Invoice new vehicles to customers or finance companies
- Liaise with dealers to arrange vehicle registration and deliveries
- Resolve any problems that arise within the order and delivery process
- Dealing with V5 queries and administration
- Establish customer needs by building excellent relationships
- Carry out administrative duties and any other reasonable task as required from team managers, to support of the workings of the department and wider company

SKILLS

- Attention to detail and ability to pick up and learn vehicle specifications and our product range quickly and accurately
- Competent in mental arithmetic, including working out percentages
- Computer literate with good keyboard skills and proficient in MS Office applications, specifically Outlook, Word, and Excel
- Excellent verbal and written communication skills
- Efficient time management and organisational skills
- Works well on own initiative, as well as being a good team member
- Enthusiastic, conscientious and a flexible team member with the ability to work within a diverse environment
- Experience of a similar role preferable but not essential

This role involves working a 40-hour week, Monday to Friday, usually between the hours of 8.00 and 17.30 with one hour for lunch. Flexibility on this may be required periodically.

Salary: (depending on skills & experience)

Please send a written expression of interest to **Kerry Apps** along with your CV and current salary details at **Kerry.Apps@URG.co.uk**

Your covering letter should be no more than ½ of an A4 sheet of paper and your CV no more than 2 x A4. Please state your reasons for applying and your suitability to the role described above.

Closing Date: Applications to be received by Friday 10th June 2022

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