

# Defleet Administration Assistant

A vacancy exists for the position of a Defleet Administration Assistant. This vacancy is a permanent position, which reports to the Defleet Manager.

## ABOUT US

United Rental Group owns and manages United Rental System, which is a Licensee network of more than 600 independent vehicle hire companies, operating from over 750 rental locations throughout the UK.

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.

## SPECIFIC DUTIES

- Chase invoice instructions from Licensee's and Suppliers
- Request V5 documents via the DVLA and process once received
- SORN required vehicles as part of our Defleet process
- Invoice processing for each category of vehicles on fleet
- General admin duties, such as scanning V5c slips
- Providing support to Team at busy times
- V11 administration each month to ensure our fleet is taxed
- Action DVLA Acknowledgements
- Processing Road Fund License cheques
- Answering telephones in a confident manner to assist customers who may have a query
- Provide administrative support to the other team members when required

## SKILLS

- Experience of working within a similar role would be advantageous, but not essential
- Good verbal and written communication skills
- Attention to detail with an eye for accuracy
- The ability to learn quickly and can work well under pressure
- Disciplined, confident, self-motivated, and able to prioritise workload effectively to meet department deadlines
- Numerical, computer literate with good keyboard skills and proficient in MS Office applications, e-mail, Word, and Excel
- Enthusiastic, conscientious and a flexible team player
- Works well on own initiative, as well as being a good team member
- Strong interpersonal and communication skills
- Effective time management and organisational skills

This role involves working a 40-hour week, Monday to Friday, the shifts are between the hours of 8.00am and 17:30pm 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](mailto: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 19<sup>th</sup> August 2022**

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