

Require a Defleet Assistant

A vacancy exists for the position of Vehicle Defleet Assistant

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.

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.

The role will report to the Defleet Manager

SPECIFIC DUTIES

- Request, receive, sort and send V5 documents, including scanning of V5C slips
- Processing V11 Tax Reminders to ensure the swift taxing of vehicles on fleet
- Chase, receive and upload invoice instructions
- Monitor and chase overdue vehicles on a weekly basis
- Action daily DeFleet within the bespoke system
- Notifying our dealer network of completed vehicles and raising buyback invoices accordingly
- Check and process customer refurbishment charges
- Chase, receive and process vehicle estimates from DeFleet suppliers
- Process purchase invoices in accordance with our month-end timetables
- Run and maintain various reports to ensure that DeFleet's are processed in a timely manner
- Process vehicle extensions on to our bespoke system, sending and receiving the necessary paperwork
- 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

- 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 in order 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.

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 30th April 2021

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