

# Defleet Administrator

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

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

## **ABOUT US**

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

United Rental Group Ltd owns and manages United Rental System, which is a Licensee network of some 580 plus independent vehicle rental companies, operating throughout the UK and Channel Islands from over 650 rental locations.

## **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
- Process vehicle extensions; sending and receiving the necessary paperwork
- Monitor and chase overdue vehicles on a weekly basis
- Action daily DeFleet's within the bespoke system
- Run and maintain various reports to ensure that DeFleet's are processed in a timely manner
- Chase, receive and process vehicle estimates from Defleet suppliers
- Process purchase invoices in accordance with our month-end timetables
- Notifying our dealer network of completed vehicles and raising buyback invoices accordingly
- Check and process customer refurbishment charges
- Deal with and resolve refurbishment charge disputes
- 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 4<sup>th</sup> February 2022**

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