



Used Vehicle Sales Executive - Maternity cover

Are you ready for an exciting challenge in a thriving Remarketing Department?

We have a fantastic opportunity for a Used Vehicle Sales Executive to join our dynamic team at United Rental Group Limited, based at our Chesterfield Head Office. We're seeking a detail-oriented and proactive individual who thrives in a fast-paced environment, has exceptional organisational skills, and is eager to grow within our expanding company. If you enjoy working as part of a collaborative team and have a keen eye for accuracy, we'd love to hear from you!

About United Rental Group

United Rental Group is the UK's leading licensee network of independent vehicle hire companies. We manage close to 600 licensees, operating from around 700 locations nationwide, providing car, van, truck, and specialist vehicle rental services. Based in Chesterfield, Derbyshire, we are a small team with under 100 people and have been operating since 1991.

Don't let our team size fool you - we are an enormously financially successful business, generating between £17m and £30m in annual profit in recent years. We're a proud BVRLA member and part of the East Midlands Chamber. We foster a vibrant, fast-paced environment where energy, enthusiasm, and motivation thrive. You'll be joining a team of passionate professionals who love what they do. Our culture is built on collaboration, shared values, and a commitment to high performance.

Ready to make an impact?

Are you up for an exciting challenge within a successful Remarketing Department at the heart of our business? You'll join a small team of two and will be responsible for making key fleet decisions within a busy, fast-paced environment. This role is varied, and you will be involved in all aspects of the department - from supporting the smooth flow of used vehicle sales to coordinating refurbishments, CAP valuations, and auction preparation. You'll play a key role in keeping our stock, systems, and processes up to date, working closely with traders, inspectors, and internal teams to ensure vehicles move efficiently through the sales pipeline. Strong communication with licensees, external contacts, and colleagues will be essential to your success in this role.

Key Responsibilities

- Maintain a detailed log of all risk vehicles
- Actively seek new traders to work with
- Provide CAP valuations
- Provide purchase prices of risk vehicles to Licensees
- Liaise with the Defleet team to chase for payment once refurbishment is complete
- Update sales stock list CAP values as they change
- Update service information
- Liaise with vehicle inspectors to determine if repairs are required
- Prepare and set reserves for auction vehicles for Holywell Autos
- Arrange stock for auction and update Key2 where necessary
- Check VQS and Key2 for service details
- Manage sales sheets – input sold vehicles and payment dates
- Add assets to Key2 for disposal sales (including locating the purchase invoice from other assets)
- Arrange delivery of assets sold
- Release vehicles once paid from various locations
- Raise invoices
- Manage V5s for the sale of asset vehicles / auction vehicles
- Continually check the refurb portals for refurb-ready vehicles



We're looking for someone who

- Has strong administrative experience
- Works accurately and confidently with data, spreadsheets, and internal systems
- Ideally has experience in an automotive or rental vehicle role
- Can effectively prioritise a varied workload in a fast-paced environment
- Is proficient in Microsoft Office (Outlook, Word, and Excel)
- Possesses excellent verbal and written communication skills
- Has a positive attitude and builds strong internal and external relationships
- Is proactive, resourceful, and able to follow processes with great attention to detail
- Is passionate about working for one of Britain's best local operators within the country's largest vehicle rental network

What We Offer

- Highly competitive salary
- A supportive and celebratory team culture with events throughout the year
- Free on-site parking for a stress-free commute
- On-site gym facilities to support a healthy work-life balance

Working Hours

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

How to Apply

To apply, please send your written expression of interest, along with your CV and salary expectations, to Kerry Apps at Kerry.Apps@URG.co.uk.

Closing Date: Friday 17th April 2026

