

# Require an Inside Sales Agent

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

A vacancy exists for the position of Inside Sales Agent within United Rental Group Limited, situated at our Chesterfield Head Office.

## **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 540 plus independent vehicle rental companies, operating throughout the UK and Channel Islands from over 650 rental locations.

## **ABOUT THE ROLE**

You will be joining the Inside Sales Department which consists of a team of 5. The role involves working in a busy and fast paced environment with other team members on the following tasks:

## **SPECIFIC DUTIES**

- Work in an organised and timely manner, to ensure monthly targets are met.
- Make outbound sales calls for United Rental System (URS), periodically taking part in sales campaigns and handling incoming calls to URS & SpireDrive.
- Generate orders for both RentPlan and outright purchase products. Offer both additional & replacement RentPlan, as well as outright purchase offers as they become available and immediately contact relevant licensees
- Complete the purchase order process efficiently, updating SharePoint if necessary & input RentPlan orders on the rental system.
- Complete daily reports relating to your regions RentPlan product to ensure order confirmations are returned and delivery dates are confirmed.
- Chase all outstanding purchase quotes updating the Quote Log where necessary. Target replacement orders for RentPlan vehicles due to be de-fleeted and maintain SharePoint accordingly.
- Establish customer needs by building excellent relationships and periodically attending customer events.
- Liaise with your specific Development Managers as and when necessary on Licensee issues to ensure excellent customer service and first contact resolution.

- Act as an internal point of contact for designated Licensee region with regards to any enquiry, regardless of topic and take responsibility by liaising with other departments where necessary, ensuring this is completed in a timely manner.
- Assist with any reasonable requests to support other departments within the business if necessary.

## **SKILLS**

- Experience in a similar role / the automotive industry
- Proven track record of successfully working to targets
- Good verbal and written communication skills
- Attention to detail with an eye for accuracy
- The ability to learn quickly and work well under pressure
- Disciplined, confident and self-motivated
- Numerical, computer literate with good keyboard skills and proficient in MS Office applications, e-mail, Word and Excel
- Enthusiastic, conscientious and a flexible team member
- 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, usually between the hours of 08.00 and 17.30 (exact time TBA) 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 11.12.2020**

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