



Fleet & Sales Support Executive- Maternity cover

Are you ready for an exciting challenge in a thriving Fleet & Sales Support Department?

We have an exciting opportunity for a Fleet & Sales Support 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 Fleet and Sales Support Department which is the heart of our business! You will be working within a team of 7 and will be responsible for making key Fleet decisions within a busy and fast paced environment. This role is varied, and you will be involved in all aspects of the department, from securing specific vehicles with dealers & manufacturers to preparing quotes for our field team and internal Fleet Sales. All of this will be achieved by maintaining a high standard of communication with customers as well as colleagues.

Key Responsibilities

- Prepare OP and Risk Rentplan costings, produce O2P proposals, and maintain the quote log to ensure pricing records are accurate and up to date.
- Process rentplan orders and agreements for O2P, Risk Rentplan, Contract Hire, and Buyback agreements, ensuring accurate loading onto the Key2 system.
- Provide and maintain CAP values and P11D values to support vehicle quotations, proposals, and internal pricing processes.
- Manage credit limit requests in line with internal procedures and approval processes.
- Maintain and update sales portal quotes, including loading new quotes and updating pricing for sales campaigns.
- Maintain and validate vehicle records on SharePoint, including correcting chassis information, archiving sold vehicles, and ensuring data accuracy.
- Update internal trackers and asset records, including the Ford Tracker and other vehicle asset information.
- Produce and maintain operational reports, including cancellation reports and vehicle extension lists to support contract management.



- Liaise with internal colleagues regarding vehicle documentation (V5s) and provide administrative support and cover for the wider team during holidays or busy periods.
- Build strong relationships with customers to understand and meet their needs effectively.
- Carry out administrative tasks and support ad-hoc projects as required by team managers to assist the department and wider business.

We're looking for someone who

- Has strong administrative experience.
- Ideally has experience in an automotive or rental vehicle role.
- Is dynamic, proactive, and ambitious.
- Can effectively prioritise 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 strong interpersonal skills.
- Learns quickly and performs well under pressure.
- 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

