

Communications Executive

A vacancy exists for the position of Communications Executive, based in Chesterfield, Derbyshire.

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.

We are proud to be the market leader which manages a Licensee network of some 600 plus independent vehicle rental companies, operating from over 750 rental locations throughout the UK.

We love to give each and every team-member the opportunity to make a real impact in the business & fulfil their potential. In return, our colleagues support each other & strive to make the business the best that it can be. If you're looking for a varied role & to be a part of our journey, then this position is for you.

Specific Duties

The role of Communications Executive will be a key role within our Commercial department. The successful candidate will be the company lead for all internal and external communications.

Working closely with all departments of the business, our Licensees, OEM / manufacturer partners, suppliers and trade bodies such as the BVRLA.

On a day-to-day basis the job will entail;

- Preparing email marketing content
- Writing copy for our quarterly newsletter
- Creating website and portal content
- Managing social media accounts
- Organising mail out campaigns
- Organising SMS campaigns
- Creating product and service bulletin content
- Regular communications to Licensees on Products and Services, Industry News, Best practise, Fleet etc.
- Being on hand to advise our Licensees
- Assisting with event and hospitality invites and follow-up surveys
- Managing our annual Licensee survey
- Proof reading

Skills

- Excellent verbal, written, presentation & communication skills with an eye for detail.
- The ability to be able to prioritise workload effectively and be able to work on your own with minimum supervision together with excellent organisation skills.
- The ideal candidate for this role will have had at least 2 years' experience in a communication / PR position.
- Experience in the vehicle rental industry would be preferred.
- Computer literate, including MS Word, Excel and PowerPoint.
- The successful candidate must be self-disciplined, self-motivated, be tenacious and show and demonstrate how 'you go the extra mile'.
- Be able to handle and overcome objections and provide solutions to complex situations.
- The successful candidate must be prepared to attend events outside of regular office hours which may include occasional weekends.

This role involves working a 40-hour week, Monday to Friday, the shifts are between the hours of 8.30am and 5:30pm 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 2nd September 2022.

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