

Defleet Administrator

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 owns and manages United Rental System, which is a Licensee network of more than 600 independent vehicle hire companies, operating from over 750 rental locations throughout the UK.

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.

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 defleets within the bespoke system
- Run and maintain various reports to ensure that defleets 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.

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 Tuesday 30th November 2021

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