



HR ASSISTANT

Are you ready for an exciting challenge in an influential HR Department?

We have an exciting opportunity for a HR Assistant to Support the HR Manager at United Rental Group Limited. This role is based at our Chesterfield Head Office.

We are seeking a detail-oriented and proactive HR Assistant to join our Human Resources team. The ideal candidate will support various HR functions, including recruitment, employee records management, and general administrative tasks. This role requires excellent communication skills, a high level of organisation & confidentiality, as well as a keen interest in HR best practices.

About United Rental Group

With nearly 34 years in business, United Rental Group proudly owns and operates United Rental System, a leading licensee network of over 600 independent vehicle hire companies and more than 750 rental locations across the UK. At URG, 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 company culture is built on collaboration, shared values, and a commitment to high performance.

Ready to make an impact?

As HR Assistant at United Rental Group, you will join a small team of 2. You will be at the heart of our HR operations, contributing to our mission of enhancing our colleague experience and supporting business goals.

Key Responsibilities

Recruitment Support

Assist in the end-to-end recruitment process, including posting job adverts, scheduling interviews, right to work checks and coordinating with candidates.

Record Management

Maintain and update employee records and HR database with accuracy and confidentiality.

Assist with the onboarding process, including preparing new hire documentation and coordinating induction sessions

Administrative Tasks

Provide administrative support to the HR Manager.



Employee Relations

Assist with routine employee queries regarding HR policies, procedures, and benefits.

Support the HR Manager in organising employee engagement initiatives.

Compliance and Reporting

Ensure compliance with company policies and legal responsibilities.

Assist in preparing HR reports, metrics, and presentations for management review.

Support the HR Manager with Health & Safety compliance.

Qualifications and Skills

Studying or looking to study a relevant qualification in Human Resources.

Previous experience in an HR role or administrative position is preferred but not essential.

Strong organisational skills and attention to detail.

Excellent communication and interpersonal skills.

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).

Discretion and the ability to maintain confidentiality.

What We Offer

- Competitive salary.
- Private Medical Insurance with AXA PPP.
- Dental Insurance with BUPA
- Career progression opportunities with investment in your professional development.
- A supportive and celebratory team culture with events throughout the year.
- Free on-site parking
- On-site gym facilities to support a healthy work-life balance.
- Company Car Scheme (after 12 months of service).
- Flexible working: Option to work from home two days per month (after a successful probation period).



Working Hours

This role is 40 hours per week, Monday to Friday, with a 60 minute unpaid lunch break. The hours are between 8am & 5:30pm. Occasional flexibility may be required.

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 29th August 2025

