

Require a Fleet & Sales Support Executive

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

A vacancy exists for the position of Fleet & Sales Support Executive 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 580 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 Fleet and Sales Support 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

- Preparing quotes for new vehicle orders for the field team & Licensees.
- Maintain continual communication with our licensee network – many of whom contact the support team directly, preparing quotes and locating stock and processing orders as requested.
- Liaising with Dealers to locate available stock to source potential sales – maintain stock list on Share-point.
- Handling queries from the field team, and ensuring they get a timely response.
- Assist with periodic sales campaigns involving the field and the Internal Sales team
- Carrying out administrative duties and any other reasonable tasks as required from your line manager, to support the workings of the Department.

SKILLS

- Outgoing and confident persona with a positive mental attitude and the passion to get the job done and be successful
- Attention to detail and ability to pick up and learn vehicle specifications and our product range quickly and accurately.
- Excellent verbal and written communication skills
- The ability to learn quickly and succeed in pressurised conditions.
- Disciplined, confident, self-motivated and able to prioritise the workload effectively to meet department deadlines and support the Internal and External Sales teams.
- Numerical, computer literate with good keyboard skills and proficient in MS Office applications, Outlook, Word and Excel

- Enthusiastic, conscientious and a flexible team member with the ability to work within a diverse environment.
- Strong interpersonal skills
- Effective time management and organisational skills

This role involves working a 40-hour week, Monday to Friday, usually between the hours of 8.00am and 17.30pm (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 Friday 26th August 2022

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