

Defleet Administrator

A vacancy exists for the position of a 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 initiative-taking people. You will be collaborating with great colleagues who love what they do.

SPECIFIC DUTIES

- Consult with licensees regarding vehicle service information, answering any queries that arise.
- Maintain reports to ensure that vehicle service information is logged and noted for disposals.
- Raising penalty invoices for non-serviced vehicles
- Chase, receive and upload invoice instructions.
- Raise vehicle disposal and sales invoices as required.
- Process vehicle extensions; sending and receiving the necessary paperwork.
- Monitor and chase overdue vehicles on a weekly basis.
- Request, receive, sort, and send V5 documents, including scanning of V5C slips.
- Action RFL cheques upon receipt
- Log DVLA Acknowledgements into our bespoke system
- Provide administrative support to the other team members when required.
- Answering telephones in a confident manner to assist customers who may have a query.

SKILLS

- Experience of working within a similar role would be advantageous, but not essential.
- Good verbal and written communication skills
- Diligence with an eye for accuracy.
- The ability to learn quickly and can work well under pressure.
- Disciplined, confident, initiative-taking, and able to prioritise workload effectively to meet department deadlines
- Numerical, computer literate with good keyboard skills and proficient in MS Office applications, email, Word, and Excel
- Enthusiastic, conscientious and a flexible collaborator
- 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: Wednesday 31st January 2023

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