

Require a Receptionist

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

A vacancy exists for a receptionist 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 owns and manages United Rental System, which is a Licensee network of more than 570 independent vehicle hire companies, operating from over 700 rental locations throughout the UK. Excitingly United Rental Group also operate from Florida, Nevada and California.

The role involves working in a busy and fast paced environment.

You will be working on the following tasks and reporting to the HR Executive.

SPECIFIC DUTIES

- Answering the general enquiry lines for the group of businesses in a polite, professional and efficient manner
- Screening, filtering and distributing phone calls to the correct person or department
- Recording and forwarding clear and concise messages accordingly
- First point of contact, meeting and greeting guests. A smart business appearance is required
- Maintaining access control of the building
- Dealing with all general enquiry emails and making sure all new business enquiries are followed up
- Book meetings, meeting rooms and arrange catering where required
- Keep the reception area and meetings rooms tidy
- Sorting and preparing incoming post for collection or distribution. Arranging the outgoing post and couriers where required
- Ordering and stock control for
 - Stationery; print cartridges, cleaning goods, the water cooler, provisions etc.
- Assisting in ad-hoc projects as necessary
- Carrying out administrative duties as required

SKILLS

- Experience in a similar role
- The ability to maintain confidentiality
- 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 and self-motivated
- Numerical, computer literate with good keyboard skills and proficient in MS Office applications, e-mail, Word and Excel
- Enthusiastic, conscientious and a flexible team member
- 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, usually between the hours of 8.00 and 17.00 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 14th March 2020

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