

# Require a Licensee & Fleet Services Administrator

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

A vacancy exists for the position of Licensee & Fleet Services Administrator within United Rental Group Limited, situated at our Chesterfield Head Office.

## **ABOUT US**

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.

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.

The role will report to the Licensee & Fleet Services Manager

## **SPECIFIC DUTIES**

- Inputting of new vehicle orders onto the system
- Updating vehicle and finance details onto vehicle records
- Invoicing new vehicles to customers or finance companies
- Sending orders and finance requests daily
- Sending authority to tax and deliver vehicles to dealers
- Dealing with V5 queries and administration
- Answering and making calls in a professional and efficient manner
- Carrying out administrative and filing duties as required
- Answering any queries by email or phone to customers, suppliers or internal departments in a timely and efficient manner
- Assisting with ad-hoc projects where necessary

## **SKILLS**

- Competent in mental arithmetic, including working out percentages
- Analytical thinker
- Computer literate with good keyboard skills and proficient in MS Office applications, specifically Outlook, Word and Excel
- Attention to detail with an eye for accuracy
- The ability to learn quickly and works well under pressure
- Competent verbal and written communication skills
- Efficient time management and organisational skills
- Disciplined, confident and self-motivated
- Enthusiastic, conscientious, and flexible team member
- Strong interpersonal and communication skills

- Experience of a similar role preferable

This role involves working a 40-hour week, Monday to Friday, usually between the hours of 8.00 and 17.30 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 3<sup>rd</sup> December 2021**

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