



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 (URG) is currently in its 34th year in business! URG 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. We are 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. We are proud of our culture which thrives on successful collaboration, our colleagues work together with shared values and goals which in turn ensures they perform better and work harmoniously.

About the role

Are you up for an exciting challenge within a successful team – the Licensee and Fleet Services Department is the heart of our business – a large team that covers a broad spectrum of fleet administration.

The role is varied and you will be involved in all aspects of the department.

Your main focus will be vehicle order administration from point of order. You will be responsible for the input of the orders onto our software system and for placing vehicle orders to the correct specification from our suppliers. You will maintain delivery timelines and will deal with a variety of Dealers, Manufacturers, Finance Companies and any other relevant parties, progressing the vehicles through to invoice, registration and delivery and resolving any issues that may arise in a timely matter and you will continue to own the order beyond the delivery of the vehicle.

You will maintain a high standard of communication and build excellent relationships with customers as well as colleagues.



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About you / skills required

- Are you dynamic?
- Are you outgoing?
- Are you ambitious?
- Are you disciplined, confident, self-motivated, and able to prioritise your workload effectively?
- Are you proficient in MS Office applications, Outlook, Word, and Excel?
- Do you have a positive attitude?
- Do you possess strong interpersonal skills?
- Do you have excellent verbal and written communication skills?
- Do you have the ability to learn quickly and succeed in pressurised conditions?
- Do you want to work for Britain's best local operators in Britain's biggest vehicle rental network?

What we offer in return

- Highly competitive salary
- Private Medical Insurance with AXA PPP & Dental Cover with BUPA
- Flexibility to work from home 2 days a month (following a successful probation period)
- Company Car following 12 months service (restriction on age applies)
- We Invest time in people
- We invest time in *your* development
- We work hard & we play hard.....our business recognises the importance of our colleagues spending time together away from the office. We have numerous events / celebrations throughout the year where we get together and celebrate being part of a highly successful & lucrative business!

This role involves working a 40-hour week, Monday to Friday, usually between the hours of 8.00am and 17.30pm with one hour for lunch. Flexibility on this may be required periodically.

Please send a written expression of interest to Kerry Apps along with your CV and salary expectations to Kerry.Apps@URG.co.uk

Closing Date: Applications to be received by Friday 31st May