

# Require a Vehicle Defleet Administrator

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

A vacancy exists for the position of Defleet Administrator 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 550 plus independent vehicle rental companies, operating throughout the UK and Channel Islands from over 700 rental locations. Excitingly United Rental Group also operate from Florida, Nevada and California.

We have over 5000 vehicles on RentPlan in the UK, all of which the Defleet team administer.

## **ABOUT THE ROLE**

The role will be reporting into the Defleet Manager and involved in communicating with all Rentplan customers and Suppliers. The Defleet department is fast paced, it can be a pressurized environment, but also rewarding.

## **SPECIFIC DUTIES**

- To raise insurance claims on our bespoke system, and liaise with insurance companies to ensure swift payment of claims/outstanding invoices
- Chase invoicing instructions from customers that are purchasing vehicles and process the necessary paperwork, including invoicing
- Check V11's for re-taxing and ensure vehicles are taxed correctly and on time
- Add vehicle extensions and new/re-rents to the system when required and administer paperwork to the customer
- Monitor and chase all overdue vehicles with customers on a weekly basis
- Request and send V5 documents when needed
- Defleet vehicles through the system and to ensure these are captured on reports for the estimates to be chased
- Send out vehicle refurbishment charges to customers and raise invoices accordingly
- Ensure purchase invoices are processed on to the system in a timely manner
- Run reports daily to chase outstanding inspections, collections and estimates
- Answering the telephone with confidence to deal with customers who may have a complaint
- Providing support to other team members where required, in peak season

## SKILLS

- 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, self-motivated and able to prioritise workload effectively in order to meet department deadlines
- Numerical, computer literate with good keyboard skills and proficient in MS Office applications, e-mail, Word and Excel
- Enthusiastic, conscientious and a flexible team player
- 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 8.00am and 6.00pm (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 6<sup>th</sup> September.**

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