

# Require a Fleet Purchasing Team Leader

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

A vacancy exists for the position of Fleet Purchasing Team Leader 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.

## **ABOUT THE ROLE**

The role will be reporting into the Fleet Purchasing Manager and will involve overseeing the Fleet Purchasing team whilst providing excellent customer service to United Rental Group customers and Suppliers. The Fleet Purchasing team administer the ordering and invoicing of around 20,000 new vehicles a year. The Fleet Purchasing department is fast paced, it can be a pressurised environment, but also rewarding.

## **SPECIFIC DUTIES**

- Oversee the Fleet Purchasing Department, ensuring that orders, invoicing and vehicle releases are kept up to date
- Monitor workloads within the team and allocate resource where necessary
- Ensure that Manufacturer profiles are updated and cascade information to the Fleet Purchasing Team regarding new terms and deals
- Send out weekly reports to customers and assist in any queries which they may have
- Assist the Fleet Purchasing Manager with customer and Manufacturer meetings and other ad-hoc tasks where needed
- Monitor overdue payments and report any issues to the Fleet Purchasing Manager
- Provide training and support to any new and existing team members where needed to fulfil their roles
- Assist the Fleet Purchasing Manager in carrying out staff appraisals
- Answering the telephone with confidence to deal with customers who may have a complaint

## SKILLS

- Experience within a Supervisory or Senior role
- Good verbal and written communication skills
- Excellent customer service skills and the ability to build relationships with customers and Suppliers
- 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 Thursday 12<sup>th</sup> September**

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