



Vehicle Disposal Administrator

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

A vacancy exists for the position of Vehicle Disposal Administrator within United Rental Group Limited, situated at our Chesterfield Head Office.

About us

United Rental Group (URG) is currently in its 33rd 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

As our Vehicle Disposal Administrator, your role is essential in ensuring the accuracy of our vehicle disposal invoicing processes and maintaining effective communication with our customers. You will work very closely alongside our Used Vehicle Sales Executive, supporting with each aspect of the disposal cycle. You will be required to verify billing details meticulously, handle inquiries promptly and professionally, and coordinate seamlessly with our network of suppliers.

Your attention to detail will be crucial as you update vehicle values based on market trends and handle DVLA documents efficiently to ensure legal compliance. You will possess strong organisational skills as you are required to maintain our documentation systems as well as offer comprehensive support to the wider Defleet team during peak periods. Your collaborative spirit will contribute to a positive and efficient work environment as you work closely with our team to achieve our goals.



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About you / skills required

- Are you ready to tackle new challenges with enthusiasm and energy?
- Do you thrive in a collaborative environment and enjoy interacting with colleagues and customers alike?
- Are you driven to excel and eager to contribute to the success of our team?
- Can you maintain focus, stay organized, and prioritize effectively in a fast-paced setting?
- Are you proficient in MS Office applications, including Outlook, Word, and Excel, with a keen eye for detail in calculations?
- Do you approach tasks with optimism and a can-do attitude?
- Are you adept at building relationships and communicating effectively with others?
- Can you convey information clearly and professionally, both verbally and in writing?
- Do you have the ability to adapt and succeed in challenging situations, learning new processes and procedures efficiently?

What we offer in return

- Highly competitive salary
- Private Medical Insurance with AXA PPP
- Flexibility to work from home 2 days a month (following a successful probation period)
- 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 **30-hour week**, Monday to Friday, usually between the hours of 09.00am and 15.00pm with 30 minutes 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 2024