

## About Us

At Reflex Vehicle Hire, we're not just any company - we've been named one of the Top 1000 Companies that inspire Britain and Europe!

We operate a fleet of approximately 4,300 vehicles and have a team of around 150 staff working together. Our Head Office is situated on a spacious 4-acre plot in Loughborough, serving as our central hub, along with two strategically placed operating depots in Manchester and Glasgow to ensure our services reach every corner of the map.

When it comes to careers, we're all about creating exciting opportunities for our people. We're big on innovation, collaboration and recognition. With competitive pay, excellent benefits, and plenty of chances to develop new skills, we're dedicated to investing in our employees' growth.

We're also passionate about sustainability, inclusivity, and diversity. From eco-conscious practices to supporting our customers on their electrification journey, we're always striving to make a positive difference. So, why not join us at Reflex?

---

## Job Description

We are looking for an experienced administrator to cover maternity leave in our central services department. Ideally a self-motivated, well organised and hardworking individual who can work well as part of a team and be confident dealing with customers. You will be part of a dedicated department ensuring processes and procedures are adhered to.

### **Duties include but not limited to:**

Administering vehicle sales, transferring vehicles to sales, preparing sales invoices and liaising with the remarketing team.

Run expiring insurance reports and upload vehicle details to the MID.

Process RFL renewals each month.

Create new vehicle files and keep record of V5's and vehicle documentation.

Processing and distributing all internal post for the business.

Processing all fines received, logging them on our internal system. Paying fines via issuers websites, transferring liability, or asking advice from our customers and following instruction once received.

Responding to and actioning customer queries.

---

## Experience

- Previous experience as an administrator, ideally within the motor trade.
  - Experience with Microsoft office.
  - Excellent organisation and time management skills.
  - Excellent communication skills with a professional manner at all levels.
  - Exceptional attention to detail.
  - Must work well as part of a team.
-

## Job Offering

Salary: £25,282.40

Contract: Full Time

Hours: 42.5 hours per week

Holidays: 25 + Bank Holidays

Reporting to: Head of Fleet Administration

Extra:

- Onsite parking

- Company pension

- Life insurance