

## Job Title: Damage Progress Chaser



### 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 a self-motivated, well organised and hardworking individual who can work well as part of a team, be confident dealing with customers and have previous experience as an administrator. You will be part of a dedicated team ensuring processes and procedures are adhered to.

---

#### Duties include but not limited to:

- Prepare and send damage estimates, and follow up for authorisation
- Collect costs from part suppliers and third-party suppliers.
- Liaising with Bodyshops/Repairers to ensure Repairs are completed within agreed timeframes.
- Monitor and manage KPI's related to vehicles off road, ensuring targets are met
- Working alongside the Finance Department to resolve all invoice queries
- Review and analyse reports to minimise costs

---

#### Candidate to:

- Demonstrate strong skill in Microsoft/Excel applications.
- Experience with 1Lin is preferred
- Demonstrate communication skills, ensuring professionalism is maintained at all levels.
- Effectively manage tasks, demonstrating robust time management and organisational skills.
- Ideally have Motor Trade Experience.

---

#### Job Offering

Salary: £25,282.40

Contract: Full Time

Hours: 42.5 hours per week

Holidays: 25 + Bank Holidays

|  
Reporting to: Operations Director

Extra:

Onsite parking

Company pension

Life insurance