

About Us

Reflex Vehicle Hire are one of the UK's fastest growing, Top 1000 Companies to inspire Britain and Europe. With a fleet of over 5,700 vehicles and 85 plus employees operating from a 4-acre base at Loughborough, just a few minutes from the town centre and 15 minutes walk from the train station.

Our Award-Winning Duty of Care package sets us apart from other commercial vehicle rental companies. We are the only rental business to hold the FTA Van Excellence Accreditation. Reflex also hold accreditations in ISO 9001, 14001 and 45001.

Job Description

The role includes but is not limited to:

- Coordinating the supply chain of new vehicles, vehicle accessories, and support services.
 - Placing new vehicle orders, monitoring & tracking their progress, and updating customers & customer account managers throughout the process.
 - Arranging and receiving new vehicle deliveries.
 - Maintaining accurate and organized documentation.
 - Developing Policies and Procedures.
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Experience

- Fully understand company policies and procedures.
 - Have excellent administration (Microsoft Office: Excel & Outlook), organisation and time management skills.
 - Have excellent communication skills and a professional manner.
 - Have exception attention to detail.
 - Be an effective team player & communicator.
 - Experience working within a fleet or vehicle dealership setting is preferable but not essential.
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Job Offering

Salary: £23,028.20

Contract: Full Time

Hours: 42.5 per week 8:30am – 5:30pm

Holidays: 25 + Bank Holidays

Reporting to: Head of Fleet

Extra:

Onsite parking

Company pension

Life insurance

Sick Pay

Wellness programme