

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.

Job Description

Role and Responsibilities:

- Providing exceptional customer service
 - Build strong customer relationships
 - Resolve any customer issues
 - General administrative duties
 - Diarise day to day entries of on hires/off hires and deliveries/collections
 - Booking out vehicles
 - Arranging vehicle exchanges with customers
 - Liaise with different departments to ensure the vehicle is prepared and to the correct specification for hire
 - Answering incoming telephone calls
 - Skills and experience required to become our Hire desk Administrator:
 - The ability to prioritise your workload efficiently and complete work to a high standard within a strict deadline
 - Good eye for detail
 - Strong interpersonal and customer service skills
 - Ability to work under pressure
 - Good team player
 - Excellent IT Skills
 - Excellent communication skills – written and verbal
 - A confident and flexible attitude
 - Excellent administrative and organisational skills
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Job offering

If you have administrative experience, in a high pressure environment, we can help you develop your career.

Salary: £20,000 to £21,000/year

Job Type: Full-time

Benefits: Company pension, Life insurance, On-site parking, Wellness programmes