



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

We are looking for a talented Parts Administrator to join the team, who is customer service focused with a strong commercial background and target driven.

The candidate is required to have knowledge on parts identification and ordering on all types of vehicles including Mercedes, Peugeot, Ford and Vauxhall LCV's and cars.

- Hold a Parts NVQ Level 3 Qualification
 - Minimum 3 years' experience working within a fast moving parts environment.
 - Must be able to identify parts from technician defect reports and order correctly first time using approved suppliers.
 - Primary use of existing parts stock identification and usage prior to ordering new.
 - Must be able to maintain and reduce current parts stock and required levels.
 - Must have the knowledge to improve stock turn and manual stock location systems.
 - The successful candidate must have exceptional colleague communication skills.
 - Ability to work on your own initiative and manage work load arranging parts promptly and efficiently as well as working as part of a team.
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Job offering

The basic week is 45 hours Monday to Friday. (flexibility is Imperative).

Salary: £21,000 - £25,000 per year

Job type: Full time, permanent