

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 Technical Services Advisor, that will be working within the Technical Services Department, providing first class cover and attention to detail.

The successful candidate will become the reference point for colleagues and Suppliers alike, and will assist with administrative duties, following up (within the team) and externally (within our supplier base).

This will best suit someone who works well within a team, looking to join a fast-paced environment, good organization skills and have the drive to work hard within an incredibly varied role.

This is a fantastic opportunity for an individual who is looking for a career path into a Fleet Administration role.

Duties:

- Use of full technical knowledge of all aspects of light commercial and passenger car repair processes,
 - Using in depth technical knowledge within the 1 link platform for authorisation and reporting
 - Use of windows packages including word and excel
 - Diagnosis of all supplier work requests ensuring agreed terms are complied with, including the examination and authorisation of supplier invoices on a daily basis.
 - To record all supplier challenges onto the recording records
 - Use of in depth technical diagnostics knowledge using manufactures parts systems to enable parts price verification.
 - Geographical assistance in the route of repairs into suppliers either warranty or non-warranty vehicles.
-



- Assisting in solving technical issues regarding vehicles already in repair suppliers. (Cost control).
- Knowledge of I.T data file transfer completed as first responsibility.
- Reporting daily stats to ensure continuous cost reduction.

The duties noted are not exhaustive therefore the successful candidate must be flexible.

The goal is to facilitate the team's activities and suppliers to maximize their performance and the solid long lasting development and cost control and efficiency of the company.

Job offering

Job Types: Full-time, Permanent

Salary: £26,000 - £28,000 per year

Benefits:

Company pension
Life insurance
On-site parking
Wellness programmes