

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 currently looking for a highly motivated individual to join our customer recharge team. The chosen individual will get involved in a wide range of tasks to assist the current team.

Job Roles:

- Liaise with our Vehicle Assessor to create estimates
- Assist with customer / internal queries
- Chase third party suppliers for repair status / completion dates
- Raising / Invoicing recharge estimates
- Chase customers for Purchase orders
- Making sure vehicles are repaired within KPI time scales

Skills preferred but not essential as training will be provided:

- Strong Attention to Detail
 - Ability to Work Without Supervision
 - Excellent Time Management Skills
 - Exceptional Communication and Customer Service Skills
 - Experience with Microsoft Office Programs
 - Knowledge of Key2
 - Strong Prioritisation and Organisation Skills
 - Ability to Handle Confidential Information
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Job offering

Working Hours 08:30 – 17:30 with 30 minutes unpaid lunch
Salary £19k to £22k depending on experience

25 Days Holiday per year plus bank holidays
Pension Scheme
Life Insurance
Medicash
On site parking