

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.

Roles and Responsibilities:

- To assist the Logistics manager plan and coordinate the organisations transports operations, ensuring efficient running of the delivery and collections
- Ensure departure/ arrival schedules are communicated to the clients pre-delivery or collection
- Liaise with the driver workforce as and when required
- 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 Logistics 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
- Previous experience in a hire company is an advantage but not essential

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

Job Offering

Salary: £25,000 per annum

Location: Loughborough (office based)

Hours: Permanent, full time 8.30am to 5.30pm, Monday to Friday, 30 minutes lunch break

Holidays: 25 days + statutory

Reporting to: Logistics Manager