

Job Role: Driver Services Administrator.

Competitive Salary up to £19,000 per annum.

Global is a truly inspirational business.

We are one of the UK's most dynamic fleet management and rental companies, and we are thinking bigger than ever before. We are taking on new challenges, expanding and finding new ways to deliver the best value. You could be part of this adventure.

Yorkshire based, with UK wide coverage, our fundamental principles of high quality professional service and tailored solutions are as true today as they were 20 years ago. Our strong reputation is key to our success. We offer fleet solutions to simplify fleet management. Our comprehensive and market leading range of products

and services includes vehicle daily rental, contract hire, remarketing, maintenance and servicing.

But it's not what we do, it's the way we do it that makes us so extraordinary. Customers are at the centre of our thinking and decision making all of the time.

Constantly innovating, the Global team is talented, diverse and hard working. It's a high octane performance led culture where we have fun. If you share our values, want to be challenged, get support for your professional growth and be well rewarded, you will fit right in!



What you will do:

- As Driver Services Administrator you will contribute, as part of a team, to maintaining an efficient and accurate Driver Services function.

Contact us:

If you're interested in furthering your career with Global, get in touch:

+44 (0)113 391 8040

HR@globalautocare.co.uk

How you will do it...

- Providing exemplary administrative support and a friendly and reliable interface to our valued customer base.
- Completing relevant documentation, accurately and efficiently.
- Scanning, uploading and checking vehicle documentation received, accurately updating systems.
- Ensuring all records are accurate and up to date.
- Processing fines, penalty charge notices and congestion charges.
- Effective communication internally and externally, making phone calls, writing letters and generating emails.
- Chasing completion of activities.
- Creating reports and analysing transactions.
- Processing refunds and credits, and generating invoices as required.
- Assisting with the processing of foreign travel documentation.

What you need to be successful...

- Degree qualified or similar.
- Ideally, 2 years' previous experience in a similar role.
- Methodical and process driven.
- High levels of attention to detail.
- Maintain accuracy and work well under pressure especially during peak periods.
- Good numeracy and literacy skills.
- Good IT skills, including an understanding of Microsoft packages.
- Proven written and verbal communication skills to both internal and external stakeholders, with great interpersonal skills.
- Strong organisation skills to effectively manage and prioritise own workload.

Above all, you will need...

- **PASSION** for learning and a desire to succeed.
- **INTEGRITY**, consistently adhering to high quality professional standards, with sound business acumen.
- **INNOVATION** and a solutions focused approach.
- **PERFORMANCE** driven and keen to deliver to the best of your ability every time, all the time.
- **AGILITY** - responsive to the needs of the customer.
- **QUALITY** focused and aspiring towards excellence in all things.
- **PRIDE** in supporting the delivery of extraordinary fleet solutions.

And in return...

As Driver Services Administrator at Global, you will receive a competitive salary of up to £19,000 per annum. It's a great environment to work in. There's open communication with management, and ample opportunity to showcase your ideas to our shareholders and owners.

Be part of our success – apply now!

Email your CV to: ✉ HR@globalautocare.co.uk