

## Job Advert – Procurement Pricing & Specification Executive

Asset Alliance Leasing Limited are the UK's leading transport and commercial vehicle finance provider and largest independent retailer of new, nearly new and used commercial vehicles.

We are continuing to experience growth and currently have five locations throughout the UK.

We have an excellent opportunity of an experienced **Pricing & Specification Executive** within our Asset Management Division based at our offices in Wolverhampton, you will become an integral part of the Team providing support to the Procurement Department and Business Development Managers.

### The Role

You will be responsible for:

- All aspects of Administration within the Procurement Department including asset purchasing and loading of information onto our in-house systems.
- Logging and updating all new asset orders.
- Providing support for pricing requests to our Internal Business Development Managers and calculating charge rates through to the customer.
- Coordinating deals and progressing with BDM's – ensuring allocations are correctly processed
- Scheduling of movements from the main dealer's and body builders to customers
- Liaising with Operations on the release of assets.

### The Person

- A proven track record of working in either Contract Hire, Fleet Management, OEM. Main Dealer.
- Excellent and effective communication and interpersonal skills
- Good technical knowledge of commercial assets, LCV, HGV, and trailers.
- Good analytical and coordinating abilities
- Must be proactive and be able to pay keen attention to the smallest of details
- Ability to work as part of a team
- Must be able to manage time effectively and also meet/exceed deadlines

### In Return

You will have the opportunity to work for a business that is committed to investing in its people and company culture.

- Competitive salary
- 25 days holiday + bank holidays
- Holiday purchase scheme
- Excellent working environment
- Perkbox
- Life Cover