

United Kingdom Jobs Expertini®

Centre Support Assistant / Receptionist

[Apply Now](#)

Company: eRecruitSmart

Location: Hatfield

Category: other-general

Porsche Retail Group have an excellent opportunity for a Part-time and Full-time Centre Support Assistant / Receptionist to work for one of the world's most iconic brands and join the prestigious Porsche Centre Hatfield. The Porsche Centre is located by Hatfield Business Park and has staff parking, a gym close by, a newly refurbished staff area which has a pool table, darts and a TV. The Porsche Centre is a 5-minute drive to The Galleria shopping centre and Hatfield Retail Park. Important: There are both part-time and full-time roles available and please specify which role you are applying for when you apply.

About the company Porsche Retail Group is a wholly owned subsidiary of Porsche Cars Great Britain and are one of the largest Porsche Dealer Groups in the UK, representing five Porsche Centres located in Guildford, Hatfield, Mayfair, Reading and West London Porsche Retail Group are proud to be one of Best Companies' Top 100 large companies to work for in the UK , as well as a Top 5 company in Automotive , and combine an outstanding working environment with great benefits and an extremely competitive package

About the role As a Centre Support Assistant / Receptionist, you will also provide an efficient and effective administration support service to the management team, including: Presenting a warm welcome to all customers and visitors to the Centre Building rapport with guests and establishing their needs quickly and efficiently to maximize their experience Acting as a Brand Ambassador, reflecting the Porsche Retail Group brand image and standards at all times

About the core responsibilities In the role of Centre Support Assistant / Receptionist you will: Handle all customer queries in a professional and timely manner through any medium (in person, phone, e-mail or on-line) Distributes enquiries, calls and messages to colleagues in an

accurate, timely and appropriate manner. Obtain all necessary customer information in order to share data with colleagues and input on to the required system documents. Fully maintain accurate data relating to customers as appropriate Maintain accurate customer enquiry records as defined by management Ensuring all customer needs all looked after for each department (Sales Aftersales and Parts), including the offer of refreshments and be confident to converse with the customer. Promoting and selling of Porsche Products and Services such as Porsche selection which includes showroom transactions of ordering and taking payments Pro-actively approach customers in the showroom to discuss product information and offer help/advice and demonstrate vehicle options Provide customers with specification information on all Porsche products and services available through the Centre including Aftersales Develop a good knowledge and understanding of all competitive products and dealerships in order to provide better insight to customers About you To be successful for the role of Centre Support Assistant / Receptionist you will have Experience in a similar front facing role Excellent customer services ability Immaculate presentation and interpersonal skills Strong administration and time management ability About the rewards For the role of Centre Support Assistant / Receptionist there is a basic salary on offer of £12.82 per hour plus bonus of up to £3,000 over the year pro-rata, depending on accessories sold. You will also receive a fantastic benefits package, including 25 days holiday per year plus bank holidays, pro rata Option of a VW group vehicle at preferential leasing rates Private Medical Insurance DC Pension Scheme Life Insurance Staff preferential rates Employee Discounts Programme Employee Assistance Programme

[Apply Now](#)

Cross References and Citations:

1. Centre Support Assistant / Receptionist Southafricajobs Jobs HatfieldSouthafricajobs



2. Centre Support Assistant / Receptionist Argentinajobs Jobs HatfieldArgentinajobs



3. Centre Support Assistant / Receptionist JobscareerscentralJobs Hatfield

Jobscareerscentral ↗

4. Centre Support Assistant / Receptionist Bangladeshjobs Jobs Hatfield

Bangladeshjobs ↗

5. Centre Support Assistant / Receptionist Videoplatformjoblistings Jobs Hatfield

Videoplatformjoblistings ↗

6. Centre Support Assistant / Receptionist Dairyjobs Jobs HatfieldDairyjobs ↗

7. Centre Support Assistant / Receptionist Jobsinnigeria Jobs HatfieldJobsinnigeria ↗

8. Centre Support Assistant / Receptionist CleanerjobsnearmeJobs Hatfield

Cleanerjobsnearme ↗

9. Centre Support Assistant / Receptionist Braziljobs Jobs HatfieldBraziljobs ↗

10. Centre Support Assistant / Receptionist JavascriptjobsJobs HatfieldJavascriptjobs

↗

11. Centre Support Assistant / Receptionist MalaysiajobsJobs HatfieldMalaysiajobs ↗

12. Centre Support Assistant / Receptionist Netherlandsjobs Jobs Hatfield

Netherlandsjobs ↗

13. Centre Support Assistant / Receptionist Technologyjobs Jobs Hatfield

Technologyjobs ↗

14. Centre Support Assistant / Receptionist TextilejobsJobs HatfieldTextilejobs ↗

15. Centre Support Assistant / Receptionist MobileappjobsJobs HatfieldMobileappjobs

↗

16. Centre Support Assistant / Receptionist Indiajobscentral Jobs Hatfield

Indiajobscentral ↗

17. Centre Support Assistant / Receptionist Delhijobs Jobs HatfieldDelhijobs ↗

18. Centre Support Assistant / Receptionist Birminghamjobs Jobs Hatfield

Birminghamjobs ↗

19. Centre support assistant / receptionist Jobs Hatfield ↗

20. AMP Version of Centre support assistant / receptionist ↗

21. Centre support assistant / receptionist Hatfield Jobs ↗

22. Centre support assistant / receptionist Jobs Hatfield ↗

23. Centre support assistant / receptionist Job Search ↗

24. Centre support assistant / receptionist Search ↗

25. Centre support assistant / receptionist Find Jobs ↗

Source: [https://uk.expertini.com/jobs/job/centre-support-assistant-receptionist-hatfield-erecruitsmart-](https://uk.expertini.com/jobs/job/centre-support-assistant-receptionist-hatfield-erecruitsmart-797-380359/)

[797-380359/](https://uk.expertini.com/jobs/job/centre-support-assistant-receptionist-hatfield-erecruitsmart-797-380359/)

Generated on: 2024-05-02 by Expertini.Com