

Fleet Sales Administrator

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Company: Jago Consultants

Location: Hatfield

Category: other-general

Job Description

Are you a driven, enthusiastic and motivated individual? Do you thrive in a fast paced environment? Can you deliver world-class customer service?

If the answer is yes to the above then we want to hear from you! Our Corporate Sales department based at our Hatfield Dealership is looking to recruit a new Sales Administrator.

About the position

The successful candidate for our Corporate Sales Administrator position will have some previous administration experience in a high pressured environment.

A large part of the Corporate Sales Administrator position involves:

Completing all administration paperwork for vehicle sales.

Maintaining and updating our stock and customer database.

Registering sold vehicles.

Providing statistical and department related information to the management team.

Liaising with the sales team regularly to ensure the department runs smoothly and correct stock is ordered.

Maintaining thorough product knowledge and updating your knowledge through manufacturer led training.

Maintaining good housekeeping standards and orderly administration of your work.

The role will also act as support for the other brands in the fleet hub.

About our requirements

We expect you to demonstrate some skills that will prove very beneficial in the position, including:

Ability to work to deadlines and targets.

Strong teamwork skills.

Strong organisational and multi-tasking skills.

Confident and professional communication skills.

VWG and or JLR experience beneficial but not essential.

Package:

Basic Salary : £25,000 to £27,000k per annum (depending on previous automotive experience)

Hours : Monday- Friday 8:00-5:30pm

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