

Parts Administrator

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Company: Jago Consultants

Location: Borehamwood

Category: business-and-financial-operations

Job Description

We are currently working with a prestige car dealership who are looking for an experienced **Parts Administrator** to join their team.

Please be aware this client's location is currently based near Park Royal, London but by the end of 2022 this dealership will have relocated to Hatfield, hence we are looking for candidates that can commute to both of these locations.

You will be responsible for the administrative duties within the parts department, working within a busy and multi-branded car dealership. The primary focus will be on Parts

Verification of invoices, but will also include:

Ensuring all of the goods-in paperwork is up to date / accurate

Reporting / logging Goods-in delivery discrepancies

Supporting the Parts Manager with Administrative duties for the department

About You:

You will need to be organised and manage your time effectively

Great attention to detail and accuracy in your work

Previous knowledge of Kerridge / ADP is ESSENTIAL

Previous Motor Trade experience working with Parts, Administration or Accounts would be preferred

You will need to be confident using computer systems

This **Parts Administrator** role would be a great fit for someone from a Parts Dept,

Accounts, Purchase Ledger background

Parts Administrator package is basic £22,000 – £24,000, plus £3,000 bonus

Hours:

Monday to Friday 8am -5pm

If your experience matches this position, send an up to date CV to **James at Lago Consultants**.

Call today to find out about more positions in your area.

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