

## Sales Administrator

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Company: Jago Consultants

Location: Basingstoke

Category: other-general

### Job Description

Vehicle Administrator required by my Basingstoke based Motor Garage. You may have previously worked as an Administrator / Sales Administrator or Service Administrator within the Automotive industry.

Job Role – Vehicle Administrator

Job Location – Basingstoke, Hampshire

Salary is 28k

Hours are Monday to Friday 8:30am to 5pm. Half an hour lunch.

Vehicle Administrator role:

I am looking for an extremely organised individual with attention to detail. You should be highly efficient and hard-working. Experienced in computer programs, including excel and an efficient typist. This person should also have good grammar writing/typing skills.

Duties:

To provide excellent support and administrative service to the Sales Department

To ensuring efficient processing of new, used and fleet vehicle orders

To develop effective manufacturer and supplier contact

To deal efficiently with customer requests and queries to ensure total customer satisfaction

To help retailers to achieve industry-leading standards of process efficiency and cost control

Applicant's requirements:

Computer literate is a must

1 year previous experience as a Vehicle Administrator is essential

Experience within a main dealership in the Motor Trade is required

Have a proven record of accurate and timely processing of vehicle orders is preferable but not essential

You must be a good communicator

You must be well organised, efficient and have a keen eye for attention to detail

Being Flexible in busy periods is preferable

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