

Sales Administrator

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Company: Park's Motor Group

Location: Blairgowrie

Category: other-general

Sales Administrator Wanted

Location : Various

About the role:

You will be a Sales Administrator able to work within our fast-paced administration department, supporting our Sales Teams through a variety of administration services that we provide.

What you will do:

Help contribute towards the team's daily workload by supporting our branch sales team and dealership accountant.

Process invoices, paperwork and customer details efficiently

Order, update, check and record all vehicle stock details.

Complete taxation of sold vehicles promptly to support customer delivery handovers

Be able to maintain a high consistent quality of work.

Communicate in a confidential, professional and appropriate manner.

Continually develop your personal skills and knowledge.

Complete general adhoc administration duties as and when required

Your skills & experience will include:

Computer literate with the ability to confidently use Microsoft Office, Excel and Word as well as email packages.

Able to demonstrate a high degree of accuracy and strong organisation skills.

You will have previous experience within the automotive industry with knowledge of Franchise systems

Be a strong communicator.

Have a polite and warm telephone manner.

Good numeracy skills.

Be adaptable to varying tasks.

Have a desire and willingness to learn.

The Benefits of working for Park's Motor Group include:

Discounted Servicing for you and your family

Contributory Pension Scheme

Colleague Introductory Scheme

Industry leading discounts on purchases on new and used cars

Subsidised car purchase scheme accessible to you and your family

This is a fantastic opportunity to join Parks Motor Group. If you have the desire to learn and the drive to become a member of our team then we want to hear from you. In return, you will receive strong development support to advance your career with us.

Why Park's Motor Group?

Park's is one of Scotland's largest and most successful motor groups, operating a diverse portfolio of luxury, niche and volume franchises from 67 franchise outlets throughout the Scotland and England.

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