

Sales Administrator

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Company: eRecruitSmart

Location: Hatfield

Category: other-general

Exciting News! Porsche Retail Group is expanding our team and have an excellent opportunity for a **Sales Administrator** 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.

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 Automotiv** and combine an outstanding working environment with great benefits and an extremely competitive package.

About the role

As a Sales Administrator, you will:

Order new cars via the vehicle management system

Notify sales personnel of vehicle arrivals

Register consignment notes

Invoice new and used vehicle and re-tax vehicles

Monthly Finance commissions and Profit reconciliation

Daily banking for sales department

Maintain the vehicle stock book

Administer finance settlements on car purchases

Purchasing of used car warranties

Update import and export information for new and used vehicles

Carry out day to day AFRL procedures for registering and taxing new cars

Raise sales invoice for vehicles on behalf of selling centres and ensure these are authorised by appropriate individuals within Porsche Retail Group and are compliant with HMRC requirements

About you

To be successful for the role of Sales Administrator you will have:

Industry experience as a Sales Administrator

Excellent customer services ability

Immaculate presentation and interpersonal skills

Strong administration ability

About the rewards

For the role of Sales Administrator, the hours of work are Monday to Friday 8.30am to 5.30pm.

There is a basic salary on offer of up to £30,000 per annum, depending on experience, with an annual bonus of up to £4,000, You will also receive a fantastic benefits package, including: 25 days holiday per year plus bank holidays

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

How to apply

Please note that eRecruitSmart is advertising the role of Sales Administrator on behalf of Porsche Retail Group. Your CV will be sent to the Hiring Manager who is responsible for the vacancy that you have applied to. Please only apply if you consent to these terms.

You must have eligibility to work in the UK. Please note, only suitable applicants will be contacted. If your address and contact details are not on your CV, you will not be considered.

We look forward to hearing from you!

Car, dealership, administration, customer, support, customer relations, customer service, sales administrator, vehicle sales,

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