

## Sales Administrator

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Company: Motivation HR

Location: Hertfordshire

Category: other-general

**We have busy Main Dealerships currently seeking an administrator for their friendly team!**

### **The Role**

As an Administrator your role is key as you work behind the scenes supporting the Sales & Service Team to achieve an Incredible Customer Experience. An administrator prepares all relevant documentation for an efficient handover of the vehicle to the customer. The right candidate will thrive under pressure, have a professional manner and be a team player. Our Administrators are meticulous with detail, have a proven ability to operate to deadlines and deal with conflicting priorities in a effective manner.

### **Requirements for this Role**

You must possess excellent customer service skills, be self motivated and highly organised and have excellent communication skills, both verbally and written.

Previous experience as a Sales Administrator is essential. You must also be computer literate.

### **Your Responsibilities**

You will document all sales, ordering and processing vehicles sales

Invoicing vehicles to end-users and internally between dealerships

Deal effectively with customers and subcontractors requests

Ensuring that all information required to tax vehicles is received in time to allow for scheduled handover

Assisting sales team in processing a vehicle through the whole sales process

Liaising with the brand regarding vehicle specification and ordering stock

Ensuring that all Government procedures with regards to vehicle taxing are adhered to

## Benefits

You will receive a competitive salary, excellent working facilities and on-going training.

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