

## Sales Administrator

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Company: ACS Automotive Recruitment Consultancy

Location: Leatherhead

Category: other-general

Sales Administrator

£26,000 - £27,500

Leatherhead

Permanent/Full Time

Working Hours: Monday to Friday 08:30 to 17:00

Our Main Dealer client are looking for an experienced Vehicle Sales Administrator to join their team based in Leatherhead. This is an exciting and challenging opportunity to provide administrative support to the sales team and Management within the dealership. If you have a stable career history as a Sales Administrator and hold outstanding communication and interpersonal skills – this could be for you!

Duties and Responsibilities:

- \* Concentrating on new and used cars for this dealership;
- \* Stock control;
- \* Vehicle taxation/registration;
- \* Invoicing;
- \* General administration duties for the team of Sales Executives

Your Background and Skill:

- \* Proven experience as a Sales Administrator within the motor trade.
- \* Ability to deliver exemplary levels of customer service.
- \* Ability to work well within a team.
- \* Excellent communication skills.

\* You must be enthusiastic, friendly and helpful at all times and in return you will be working for a very highly respected group and brand with excellent prospects and security.

For further details on this Sales Administrator role and other jobs in the motor trade please submit your CV to Adam Curtis at ACS Automotive Recruitment Consultancy.

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