

## Sales Administrator

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Company: eRecruitSmart

Location: London

Category: other-general

Porsche Retail Group 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 West London . This impressive Centre is a state-of-the-art building with a Barista service coffee bar, close to public transport links, heavily subsidised parking and is located 5 minutes' walk from Chiswick High Road, which is full of shops and restaurants. 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 Automotive , 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 abilityAbout the rewardsFor 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 holidaysOption of a VW group vehicle at preferential leasing ratesPrivate Medical Insurance DC Pension SchemeLife InsuranceStaff 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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