

Service Administrator

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Company: eRecruitSmart

Location: Hatfield

Category: business-and-financial-operations

Exciting News! Porsche Retail Group is expanding our team and have an excellent opportunity for a **Service 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 Automotive**, and combine an outstanding working environment with great benefits and an extremely competitive package.

About the role

As a Service Administrator, you will be responsible for:

Warranty claims and account management

Control payment and correlation of warranty account

Provide Service administration support

About the operational responsibilities:

Process all warranty claims

Control of warranty account, matching payments with warranty claims

Responsible for final quality control of documentation

Management of documentation filing for audit purposes

Management of warranty parts returns

Creation of job cards

Closure of jobs and management of database

Assist in departmental communication on Technical / Warranty updates

FCA compliant for selling of regulated insurance products

Completion of department banking

Support in administration for the Aftersales Department

Cover for Service Advisors as required

About your skills and attributes:

To be successful for the role of Service Administrator, you will have the following abilities:

Experience from within the automotive industry

Communicating and influencing

Account Management

Working In teams

Improving for excellence

Planning and organizing

Delivering excellent service

Commercial awareness

Developing self and others

About the rewards

For the role of Service Administrator there is a basic salary on offer of up to £30,000 per annum, depending on experience. 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 Service 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!

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