

Service Administrator

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Company: eRecruitSmart

Location: London

Category: other-general

Porsche Retail Group 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 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 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:

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 £34,240 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

service advisor, customer support, motor, automotive, dealership, aftersales, service administrator,

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