

Service Administrator

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Company: Jago Consultants

Location: Southampton

Category: other-general

Job Description

Service Administrator needed by my Southampton based commercial motor garage.

We are currently working with a commercial motor garage in the Southampton area of Hampshire who are looking to recruit a Service Administrator.

Salary Negotiable depending on experience

Hours are – Mon – Fri 8.30 – 17.00 with 30 mins lunch. 1 in 5 Saturdays 8.00 – 12.00.

The role is to work in the Aftersales department to support the front-line team.

Service Administrator Role

Taking incoming booking calls, providing service quotes, collection appointments

Dealing with Warranty Claims

Taking on large accounts for customers

Raising paper work / job packs in preparation of customer's appointments

Preparing retail invoices for customers, service history updates etc

Updating vehicle and customer records

Supporting front-line staff with administration duties

General administrative duties / filing as required

About you

You will be enthusiastic, self-motivated, and wanting to deliver your best. The role requires someone who has strong selling skills, as you will be required to promote services and previously unsold work to customers.

You will need excellent communication and telephone skills

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