

## Warranty Administrator

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Company: Jago Consultants

Location: Edgware

Category: office-and-administrative-support

### Job Description

Warranty Administrator – Colindale area

Our client is an automotive car garage in the Colindale area, who are looking to recruit a Warranty Administrator for their dealership.

The client is looking for a professional, enthusiastic and experienced individual to join their team.

Warranty Administrator Role:

To ensure accurate submissions of warranty and goodwill claims on a daily basis and monitor warranty reports

Ensure all administrative functions within the warranty department are carried out in accordance with company policies

Administer warranty policy in the best interests of the dealership, manufacturer and customer

To keep accurate records of warranty submissions, credits, rejections and customer contributions towards goodwill claims

Inform all relevant staff of forthcoming recall campaigns and changes in warranty/goodwill procedure

Ensure that all frontline staff complete the records correctly when warranty is diagnosed on a vehicle

Maintain relationships with other staff members, specialist repairers and manufacturers' representatives

Maintain knowledge on all warranty procedures and documentation

Support other staff members on all warranty related matters

Responsible for Warranty administration for a 5 bay workshop

About You:

Experience as a Warranty Administrator

Organised and efficient to deal with the volume of paper work

Friendly and approachable, you will be expected to offer advice and corrective feedback to both technicians and service reception

Disciplined with a passion for attention to detail

Be a professional, enthusiastic and experienced individual

Package:

Basic Salary circa 35k plus 5k bonus

Hours:

Monday to Friday 8am to 6pm

Andy– Jago Consultants

Warranty Administrator, Warranty Administration, Car Warranty Sales, Administration,

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