

## Warranty Administrator

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Company: Jago Consultants

Location: Edgware

Category: other-general

### Job Description

Full-time Warranty Administrator needed for a franchised car dealership. Previous experience within the motor trade is essential for this **Warranty Administration** role.

**Salary £DOE**

**Location: Edgware – relocating to Hatfield**

My client is a main franchised car dealership near Edgware, looking to recruit a **Warranty Administrator** for their team. This position will be overseeing the Warranty claims process for a multi-branded car dealership.

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

About You:

Automotive experience, ideally with Warranty experience, or someone looking to progress their career into Warranty.

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

## Salary

**Basic salary £DOE plus bonus**

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