

Warranty Administrator

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Company: Jago Consultants

Location: Epsom

Category: other-general

Job Description Warranty Administrator – Epsom, Surrey Our client is an automotive car garage in the Epsom 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:** Excellent package **Hours:** Monday to Friday **Andy – Jago Consultants** Warranty Administrator, Warranty Administration, Car Warranty Sales, Administration, Warranty Sales, Warranty Administrator, Warranty Administration, Car Warranty Sales, Administration,

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