

Warranty Administrator

[Apply Now](#)

Company: eRecruitSmart

Location: Hatfield

Category: other-general

Exciting News! Porsche Retail Group is expanding our team and have an excellent opportunity for an experienced Warranty Administrator to work for one of the world's most iconic brands and join the prestigious Porsche Centre Hatfield . The Porsche Centre is located by Hatfield Business Park and has staff parking, a gym close by, a newly refurbished staff area which has a pool table, darts and a TV. The Porsche Centre is a 5-minute drive to The Galleria shopping centre and Hatfield Retail Park. 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 Warranty Administrator, you will provide and administer a level of warranty administration that will enable the company to achieve its objective of consistently meeting its customer expectations, ensuring that commercial and operational requirements are considered at all times. About the responsibilities In the role of Warranty Administrator, you will Provide administration on the warranty system to the Porsche Centre, ensuring that claims are entered onto the system within the parameters of Porsche's Worldwide Warranty System Check the warranty account for outstanding payments that are coming up to three months old and rectify as appropriate Process the warranty report on a monthly basis and distribute to Dealer Principal, Accounts, Aftersales Manager and Group Warranty Controller Process and return Parts from the Dealer to

PCGB when requested, obtaining feedback and action as appropriate Process vehicle recalls, collating necessary information for successful distribution to the service team. Control the submission of goodwill requests and paintwork/corrosion submissions Assist Service Advisors in peak periods, to aid the achievement of customer satisfaction Be proactive in maintaining professional standards of personal and dealership presentation. Keep updated with the FSA Compliance Assessment, working within the Insurance Code of Business guidelines Core Accountabilities: To understand and assist in the delivery of Business Strategy and Objectives Deliver an agreed level of service to the Internal and External Customer, Business Partners and External Suppliers Take ownership for personal development needs in anticipation of Business requirements Contribute fully within the team, ensuring the right environment is maintained Ensure the appropriate level of management control and system exploitation is applied to all relevant systems Adhere to company policies and procedures at all times About the hours & rewards For the role of Warranty Administrator, the hours of work are 46.25 hours per week and there is a basic salary on offer of £30,000 per annum. 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 Warranty 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!

[Apply Now](#)

Cross References and Citations:

- 1. Warranty Administrator**[Luxembourgjobs](#)[Jobs Hatfield](#)[Luxembourgjobs](#) ↗
- 2. Warranty Administrator**[Topfishjobs](#) [Jobs Hatfield](#)[Topfishjobs](#) ↗

3. Warranty AdministratorMuseumjobsJobs HatfieldMuseumjobs ↗
4. Warranty AdministratorPhysicianjobsnearmeJobs HatfieldPhysicianjobsnearme ↗
5. Warranty AdministratorSanfranciscojobsJobs HatfieldSanfranciscojobs ↗
6. Warranty AdministratorNzjobscareerJobs HatfieldNzjobscareer ↗
7. Warranty AdministratorPublicrelationsjobsJobs HatfieldPublicrelationsjobs ↗
8. Warranty AdministratorPathologistsjobsJobs HatfieldPathologistsjobs ↗
9. Warranty AdministratorAfricajobscentralJobs HatfieldAfricajobscentral ↗
10. Warranty Administrator MuseumjobsJobs HatfieldMuseumjobs ↗
11. Warranty Administrator HongkongjobsJobs HatfieldHongkongjobs ↗
12. Warranty Administrator DatasecurityjobsJobs HatfieldDatasecurityjobs ↗
13. Warranty Administrator EntertainmentjobsnearmeJobs Hatfield Entertainmentjobsnearme ↗
14. Warranty Administrator Seojobs Jobs HatfieldSeojobs ↗
15. Warranty Administrator Expertinireview Jobs HatfieldExpertinireview ↗
16. Warranty Administrator Federaljobs Jobs HatfieldFederaljobs ↗
17. Warranty Administrator Bostonjobs Jobs HatfieldBostonjobs ↗
18. Warranty Administrator Teacherjobsnearme Jobs HatfieldTeacherjobsnearme ↗
19. Warranty administrator Jobs Hatfield ↗
20. AMP Version of Warranty administrator ↗
21. Warranty administrator Hatfield Jobs ↗
22. Warranty administrator Jobs Hatfield ↗
23. Warranty administrator Job Search ↗
24. Warranty administrator Search ↗
25. Warranty administrator Find Jobs ↗

Source<https://uk.expertini.com/jobs/job/warranty-administrator-hatfield-erecruitsmart-797-380249/>

Generated on: 2024-05-03 by Expertini.Com