

Warranty Administrator

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Company: Perfect Placement

Location: Landore

Category: other-general

Warranty Administrator (P/T)

- * Starting rate of circa £12.50 per hour pending experience.
- * Part time permanent contract; 25 hours per week - choose your hours/complete flexibility given.
- * Fantastic long-term career prospects with a large multi-site dealer group.

Warranty Administrator required for our Automotive Client based in Swansea .

Our client is a franchise approved car dealership and they are currently seeking a Warranty Administrator to join their team.

For your hard work as a Warranty Administrator our client is offering a salary of £12.50 per hour.

Hours of work for this Warranty Administrator role are 25 hours per week.

Responsibilities of a Warranty Administrator for our Client:

- * Producing claims for work covered by Warranty by submission to the manufacturer
- * Maintaining strong working relationships with Customers, Dealerships and Manufacturers
- * Following up on warranty issues
- * Answering Warranty related queries

The ideal Warranty Administrator will:

- * Have a previous working experience within a Warranty Administrator role
- * Experience of DMS
- * Strong Warranty Administration background, or have worked within service administration / workshop control

* Good organisational and communication skills

* An eye for detail

To apply for this Warranty Administrator position, please forward your CV to Harry Woodcock quoting the job reference number or call our office for a chat about this position.

Perfect Placement are the UK's Leading Automotive Recruitment Agency so if you are looking for a New Warranty Admin, Warranty Administration, Aftersales Administration, Service Administrator Roles within the Motor Trade within the Motor Trade be sure to contact us today.

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