

## Warranty Administrator

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Company: Pendragon Group

Location: London

Category: office-and-administrative-support

## Stratstone

### Jaguar Land Rover Stockton

#### Warranty Administrator

**A competitive salary with excellent company benefits, pension, critical illness, life assurance, 23 days holiday, plus bank holidays, exclusive company discounts on used car purchases, leasing deals and aftersales service.**

Do you have exceptional administration experience? You could be the Warranty Administrator that we are looking for.

As Warranty Administrator, you will be responsible for delivering industry leading standards of customer care and satisfaction at all times.

The role of Warranty Administrator will include:

Being involved in every aspect of the warranty and goodwill policy and procedure.

Accurately submitting claims on a daily and weekly basis

Monitoring daily and weekly warranty reports

Suggesting improvements to increase efficiency and service

Checking invoices and credit notes

Ensuring full compliance with manufacturer's warranty claims, processes and procedures.

To be successful as a Warranty Administrator, you will need to:

Be highly organised and conscientious, with proven experience within an administration environment.

Have exceptional PC skills

Have superb attention to detail and possess the sort of confidence and communication skills that inspires trust in colleagues and customers alike.

A driving licence is required

Here at Pendragon, together, we're unstoppable. Collaboration is at the heart of our culture, and it's the power of our group coming together that unlocks our potential to transform automotive retail. We thrive in a fast-paced environment where the doors are open, if you have the attitude and drive to walk through them. We'll empower you with the opportunities to bring out the best in yourself, and in return you'll support and bring out the best in others. If this sounds like a perfect fit for you, then apply today and join our journey in driving beyond the possible.

Pendragon recognises the value that diversity brings to the workforce. This is why we positively welcome applications from all walks of life, backgrounds, and communities. If you have the motivation, skills and talent potential that we are looking for then get in touch. We are an equal opportunities employer.

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