

Warranty Administrator

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Company: The Solution Auto

Location: Stockport

Category: other-general

Vacancy - Warranty Administrator - Stockport

Our client, one of the best motor trade employers in the North West, are looking to recruit an experienced Warranty Administrator

Working within a VERY prestigious franchised dealership, being part of a successful team

Key Duties:

You will be responsible for recovering the cost of any work covered by insurance, guarantee or warranty.

Making claims from the manufacturer in line with the company and manufacturers policy

Assessing the validity of all warranty claims

Preparing invoices, submitting all supporting documents to the manufacturer within specified deadlines

Administering and calculating job costings

Job card preparation

The successful candidate will have excellent attention to detail and have previous experience as a warranty administrator in a main dealer.

You will have exceptional administration skills and will be responsible for delivering the highest standards of customer service and satisfaction.

You will also be a team player, continually focused on the needs of the customer, ensuring we deliver exceptional service.

Your role will involve every aspect of the warranty process from submitting claims, monitoring daily warranty reports to checking compliance with the manufacturer's warranty claims.

You have excellent communication skills, with the ability to maintain high levels of accuracy and attention to detail.

You will have experience working in a similar role in an automotive retail environment.

They offer excellent working facilities with a competitive salary, together with a host of other employee benefits including:

22 days to 27 days holidays (based on length of service), plus 8 bank holidays.

Pension scheme

Life assurance cover

Employee reward & recognition schemes

Annual children's Christmas party & staff party

Staff discounts

Subsidised prestige car scheme for employees

£1,000 staff referral award

Working hours/days:

Mon - Fri: 8am - 5pm

Salary:

£27,040 basic - £28,840 OTE

Who are you applying to?

The Solution Automotive Recruitment have been placing candidates into the UK Motor Trade since 1999. We have a fantastic relationship with all our clients and candidates across the country, many very long standing relationships. If you are skilled and experienced Automotive candidate, we want to hear from you and rest assured, you'll be dealing with a person, not just a consultant! Unfortunately due to the volume of applications we get, we can only respond to the candidates who match the criteria set for this vacancy. We will retain your CV on our database and make contact as and when suitable vacancies arise. We will NEVER send your CV anywhere without your permission.

Key positions; Sales Executive, Sales Manager, Business Manager, Service Advisor, Parts Advisor, Technician, Mechanic, Master Technician, Workshop Controller, Service Manager, After Sales Manager, Dealer Principal, General Manager.

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