

Warranty Administrator

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Company: Jago Consultants

Location: Sutton

Category: other-general

Job Description Warranty Administrator needed by Automotive Motor Garage. Previous experience within the motor trade is essential for this Warranty Administration role. Salary 27k – 29k / Monday to Friday / Sutton nr Croydon in South London on the Surrey Border Our client is a main car dealership looking to recruit an experienced, Warranty Administrator for their car dealership. 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 About You: Automotive experience 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 Offering a very competitive salary depending on experience

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