

## Warranty Clerk

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Company: Jago Consultants

Location: Slough

Category: office-and-administrative-support

### Job Description

Warranty Administrator / Warranty Clerk needed by Automotive Motor Garage. Previous experience within the motor trade is essential for this Warranty Administration role.

Salary dependant on experience. Location is in Slough, Berkshire

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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