

Job Description:	New Van - Sales Administrator
Reporting to:	Office and Operations Manager
Hours of Work:	Monday to Friday – 9am – 5.30pm
Starting Salary:	£20,000 (Negotiable dependant on experience)
Location:	<i>Van Sales UK, Kings Weston Lane, Avonmouth</i>

Details of the role:

An exciting opportunity has arisen within our company here in Avonmouth, Bristol.

We are a Van Sales and Leasing business selling in excess of 1200 vehicles per year and now need additional New Van Sales Administrator to join our New Van sales team.

Experience within an admin role is required, not necessarily within the Automotive Industry. Full training will be provided.

Our expectations of a New Vehicle Sales Administrator:

- Undertake full training to ensure this knowledge is continually developed and expanded
- Support New Van Sales Executives on a daily basis
- Ensure customers are updated on a weekly basis following the order of their vehicle
- Ensure all customer records are updated and maintained correctly
- Inform the Sales Executives and Customers of any issues or delay with their order(s)
- Prepare all paperwork prior to customer delivery and ensure all copies received back prior to handover or delivery of vehicle
- Ensure follow up calls have been made after handover/delivery

What you can expect in return:

- Full training on Administration and Vehicle Finance
- Supportive, nurturing management
- The opportunity of promotion as we organically grow
- A friendly place to work
- Free Parking
- 22 Days Holiday, plus Bank Holidays