

We are recruiting for an Administrator

An exciting opportunity has arisen within our company here in Portbury, Bristol. Vanaways are a van sales and leasing business that sell more than 2500 vehicles per year.

Due to our continued growth, we are looking to hire an enthusiastic Administrator to bolster our busy Admin Department. You will be reporting directly to the Office Manager and assisting with a variety of tasks.

Responsibility for this role includes:

- Processing Orders - Seeing through sales administration from start to finish
- Processing and updating orders, customers, and Sales Executives
- Invoicing vehicles and managing payments
- Raising finance documents
- Supporting the Team Leader and Office Manager
- Working closely with the Sales Support Team

Our ideal candidate will have the below skills:

- Strong communication skills
- Great IT skills
- Attention to detail and accuracy
- The ability to develop working relationships

Job type:

- Full-time, permanent.

Salary range:

- £23,000 per year
- Quarterly bonus

Benefits:

- 22 days holiday plus your birthday off, plus bank holidays
- Company events
- Staff benefits
- Company pension
- On-site parking

Schedule:

- Monday to Friday
- Office-based in Portbury, BS20 7XE