



Job title	Office Administration
Reports to	Office Manager
Salary	£17,000 - £20,000 (depending on experience)
Location	County Gates, Ashton Road, Bristol, BS32JH

Purpose

As the administrative support to the sales team and a point of contact for customers, you are responsible for ensuring that the administrative duties are undertaken to deliver vehicles to customers smoothly and efficiently

Duties

Your main responsibilities include but are not limited to:

- 1) Chase suppliers for vehicle registration and chassis details.
- 2) Create finance documents and ensure that these are completed correctly in line with financial guidelines.
- 3) Create and raise invoices to customers and the relevant suppliers.
- 4) Check that payments have been received from customers and the finance companies for both us and the suppliers.
- 5) Notify customers of any relevant information regarding their order and answer any queries they may have.
- 6) Order accessories and ensure that these are booked in with the dealership prior to delivery.
- 7) Book delivery of vehicles and ensure that these are delivered to the customer on time.

Person Specification

Essential:

- Must have previous administrative experience and be conversant in Microsoft packages and experience of creating invoices.
- You must be able to work under pressure and meet deadlines whilst prioritising your workloads.
- You must have excellent communication skills both written and verbally.
- Must be comfortable with finance and numbers.

Desirable:

- Previous experience in vehicle leasing is not essential as full training will be provided.