

Service Administrator

We are currently looking for experienced Service Administrators to join our dealerships across the group. Applicants will ideally have a minimum of 2 years' experience in the automotive sector.

Essential Requirements:

- Minimum of 2 years' experience in the automotive sector
- To take pride in your work and representing our company in the eyes of our customers
- Be able to work in a high-paced environment
- To be IT literate with experience of Microsoft products
- Able to understand technical write up from job cards / timesheets

Desirable Requirements:

- Experience of the Power DMS system, 1-link claims portal (and similar systems)

Hours:

47.5 hours per week

Monday – Friday 08.00am – 6.00pm plus every other Saturday 6.00am – 12.00

What we offer you:

- Modern working environment with up-to-date facilities
- Development opportunities. We will ensure you remain up to date and develop your skill level with regular product training
- Working alongside a skilled team
- A high regard to H&S
- Overtime paid at time and half
- 20 days holiday plus public holidays. Rising to 25 with service
- Auto enrolment pension scheme