

## **Workshop Administrator**

### **Cannock**

We have an exciting opportunity to join one of the UK's leading vehicle rental specialists as a Workshop Administrator in our busy, class A site in Cannock, West Midlands. With an easy access to the site (located just off junction 12 on M6), Cannock branch is home to a fleet of over 1200 vehicles and is one of the biggest in the area. Northgate Cannock also plays an integral part in supporting, located on site, the busy Van Monster and their respective customers.

The role of Workshop Administrator is essential in delivering great level of service to our new and existing customers. Your key responsibilities include, but are not limited to, support our Workshop Manager and Technicians in the smooth running of the Workshop, through managing bookings, confirming authorisation for chargeable work, raising invoices in a timely manner and being the go-to contact for customers whilst their vehicle is with us. With a constantly changing workload, it is a busy, exciting place to be and you can be sure that you will not ever have to look for something to do!

### **About You:**

- Previous administration and customer service experience gained in fast paced environment
- Excellent attention to detail.
- Good organisational and administration skills.
- Self-driven, focused and proactive.
- IT literate and familiar with Microsoft Office products – particularly Excel and Word.
- Able to deal with high volumes of information and data.
- To be able to work quickly, under pressure and to tight deadlines.
- The ability to work as part of a successful team.
- A strong customer focus (external & internal).

### **In return, we offer:**

- A full-time, permanent role, with a great, basic salary and performance related bonus.
- Additional employee benefits (including employee assistance, life assurance, pension, retailer discounts etc.)
- A proven induction-training plan to help you get to grips with how we do things, with help from experienced colleagues and on-going support from your manager.
- The opportunity to work with a broad range of businesses and world-renowned automotive brands including Ford, Mercedes and Vauxhall.

### **Be part of the future of vehicle rental:**

If you are interested in the role and hold relevant skills, please apply today for an immediate consideration.

Job Types: Full-time, Permanent

Salary: up to £22,500.00 per year

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### **Be part of the future of vehicle rental**

If you would love to lead one of our amazing teams as Branch Manager, we encourage you to find out more. Apply today via our website or email your CV to [apply@northgate.careers.com](mailto:apply@northgate.careers.com)