Central Supplier Administrator
Darlington

This is a great opportunity to join one of the UK's leading vehicle rental specialists as a Central Supplier Administrator in our contact centre in Darlington.

The role of Central Supplier Administrator is to ensure we deliver the industry leading customer service our customers expect from us. In this role, you will carry out all aspects of administration tasks, managing purchase orders confirming authorisation for chargeable work, raising invoices and being the go-to contact for customers and suppliers, ensuring everything runs smoothly.

About You

- You come from a fast-paced, customer-focused administration background – although some experience in a Vehicle Rental environment would be useful, it is not essential as where you really excel is helping ensure an organised, well-managed environment for those around you to work in.
- You are a people person – you put yourself in your colleagues and customer's shoes and communicate well with them in sometimes-difficult situations.
- You are organised and can prioritise you work load and have a fine eye for detail.
- You get involved in every part of our business – you take pride being part of the Northgate team and are keen to help colleagues with a hands-on, can-do approach to getting things done.
- You are enthusiastic about our business – as Central Supplier Administrator, you deliver an exceptional experience every time.

As a Central Supplier Administrator, we offer:

- A full-time permanent role, with a great salary.
- 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.

Be part of the future of vehicle rental

If you would love to join our amazing team in Darlington as a Central Supplier Administrator, we encourage you to find out more. Apply today via our website or email your CV to apply@northgate.careers.com