

JOB DESCRIPTION

SALES ADMINISTRATOR/ ASSISTANT TO SALES MANAGER

SLSHOP specialises in all things classic Mercedes-Benz. Our team is friendly and hardworking with a passion for classic cars and great customer service. Based in rural Warwickshire, we work with clients from all over the world and pride ourselves on providing outstanding service.

We have an exciting opportunity for an experienced Car Sales Administrator to support our Car Sales Manager and join our enthusiastic team.

SUMMARY:

Sales administration and customer service experience, excellent communication skills and can-do attitude, with the ability to work well under pressure and as a team player with a continual passion for the product. Would suit someone with PA or EA experience.

DUTIES:

- Administrative support to Car Sales Manager.
- Management of all sales administration and inbound enquiries.
- Maintain accurate records for Car Sales.
- Prepare and present weekly and monthly analysis reports.
- HPI Checking.
- Ensure the MID list is up to date.
- Process DVLA requirements.
- Responsibility for health check reporting to customer.
- Transport management.
- Valet management.
- Monitoring duration of cars onsite or website, to force best offer negotiations.
- Storage management.
- Provide inbound sales enquiries support.
- CRM management and reporting.
- Facilitate bookings through FOH.
- Manage all financial transactions with customers, liaising with the finance department.
- Support cross-sales with introductions to FOH and Parts Store.
- 3rd Party and Copywriter management.
- Ensure GDPR rules and regulations adhered to.
- Responsibility for warranty management.

KEY SKILLS AND COMPETENCIES:

- Experience in the automotive industry preferable.
- Experience in Car Sales preferable.
- Computer literacy essential.
- Technical awareness desirable but not essential.
- Strong interpersonal skills.
- Excellent organisational skills.

WHAT WE OFFER:

We value our employees hugely at SLSHOP and offer staff:

- Competitive salary.
- Bonus schemes.
- Healthcare plan.
- Contributory pension scheme.
- 31 days annual leave, increasing after two years' service.
- Company workwear provided.
- Weekly onsite bootcamp.
- Staff wellness programme.
- Free parking.

HOW TO APPLY:

Please apply in writing to the email address detailed below.

CONTACT:

Email: stephanie@theSLSHOP.com

Telephone: 01789 337 070

Address: SLSHOP, Drayton Farm Buildings, Drayton Manor Drive, Stratford upon Avon, CV37 9RQ