

Job Description: Commercial Vehicle Sales Administrator

Rossetts Commercial is a long-established commercial vehicle franchise that provides a comprehensive van sales, maintenance and call out service throughout Sussex and Surrey. An exciting opportunity has arisen for an enthusiastic and well-organised Sales Administrator with experience in the Automotive / Commercial Vehicles sector to join the group's Worthing branch.

As their Sales Administrator you will undertake the administrative duties associated with new and used van sales to include ordering of vehicles, requesting V55's, taxing vehicles, liaising with Sales Team with regards to progress of build and raising invoices.

This is a full-time Monday-Friday role. Experience within the automotive /commercial vehicles sector would be desirable as would experience of working with Kerridge software.

The successful Commercial Vehicles Sales Administrator will have a very well-organised approach to your work, with great communication skills, and who will enjoy working in this fast-paced environment.

Key Duties:

- Undertaking the administrative duties associated with Van Sales to include ordering of vehicles, requesting V55's, taxing vehicles, liaising with Sales Team with regards to progress of build and raising invoices.
- Carrying out used vehicle sales admin such as adding the vehicle to stock, allocating costs and invoicing.
- Supporting the sales administration team in the tasks associated with van Sales.
- Assisting with the preparation for contingency audits.
- Co-ordination with the Sales Administration Manager to provide general administrative assistance as required.
- Becoming fully aware of, and complying with, the company's policies and procedures as described within the company handbook.

Skills & Experience required:

- Experience in a similar Sales Administration role, ideally within the automotive or commercial vehicles industry.
- Excellent written and verbal communication skills with a clear, confident and professional telephone manner.
- Excellent IT skills (MS Office - Word, Excel and Outlook). Experience or knowledge of Kerridge software would be an advantage.
- Strong administration and numeracy skills with outstanding attention to detail.
- Quick-thinking with the ability to work calmly and efficiently even when under pressure.
- Be a good team player with the ability to prioritise and multitask in a fast-moving environment.

Salary and reward package:

- In the region of £22,000 depending on skills and experience.
- 22 days holiday plus statutory.
- Death-in-service benefit.