Job Title: Receptionist/Administrator

Location: Studley Green, High Wycombe HP14 3XB

Job Start Date: Immediately

Job Salary: £22K-£25K

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DESCRIPTION:

We are an extremely busy, family run, local garage and hire company

We have a large fleet of over 30 hire vehicles, which range from Luton vans to small cars.

We are keen to employ a Receptionist/Administrator

JOB PURPOSE:

* Answering the phone and directing to the relevant member of staff
* Contacting customers for vehicles pick up
* Arranging Van hire bookings
* Answering questions about service outcomes (after consulting with the mechanic if necessary).
* Ordering parts on request
* Receiving in parts and returns
* Working closely with Business Manager and Workshop Manager to manage a smooth and professional customer experience.

RESPONSIBILITIES:

Advise and report any issues relating to Health & Safety and comply with all company policies and

procedure.

SKILLS REQUIRED

* The applicant must be proficient with computer systems
* Excellent communication skills and able to work in a busy and pressurised environment.
* Proficient with paperwork and administration

PERSONAL SPECIFICATION

1. Energetic, proactive, calm under pressure, highly personable with a mature personality.

2. Strong Team-worker with the ability to thrive in a small closely knit and dedicated team.

3. Self-Motivated

FULL DRIVING LICENCE

PERSONAL & WORK REFERENCES (will be taken up prior to job offer)-Essential

HOURS

Mon – Fri 8am -5.00pm

Alternate Saturday s 8am – 1pm

BENEFITS

20 days holiday + bank holidays

Pension

To apply, upload your CV and covering letter to info@studleygreenvehiclecentre.co.uk if

applicable.