

Job Opportunity

Heritage
automotive

Job Title	Costing Clerk/Service Administrator
Location	Heritage Volkswagen Bristol
Reporting to	Service Manager
Job Purpose	To provide excellent support and administrative service to the Service Department
Main Duties	<ul style="list-style-type: none">• Manage the administration of customer vehicles to ensure efficient invoicing and up selling.• Develop effective one link and customer contact• Deal efficiently with one link authorizations and customer invoicing• Help retailer to achieve industry-leading standards of process efficiency and costing.
Essential requirements	<ul style="list-style-type: none">• A passion to deliver excellent customer service• High degree of organisational skills• Ability to work with constantly changing work demands• Ability to prioritise• Computer skills, including experience of operating word processing and database packages, spreadsheets, email and internet• Team player
Desirable requirements	<ul style="list-style-type: none">• Previous experience in the role• An understanding of the importance of the costing clerk role.• Familiarity with one link programme.
Closing date for applications	20 th August 2010
<p>If you are interested in this position please contact Mike Dowling Group HR Manager 07796177023 or email your CV to mike.dowling@heritageautomotive.co.uk quoting HAWebsite.</p>	

Heritage Automotive is an equal opportunities employer