



## The Company

Asset Alliance Leasing Limited are the UK's leading transport and commercial vehicle finance provider and largest independent retailer of new, nearly new and used commercial vehicles.

We are continuing to experience growth and currently have five locations throughout the UK.

## The Role

We have an exciting opportunity for an **Operations Administrator** within our Operations Department based at our offices in Wolverhampton. You will report to the Operations Supervisor and become an integral part of the Team providing support across the business to Sales, Procurement, Credit & Risk, Asset Management, Fleet and Finance Processing all new business applications on the Company's IT system up to the point of activation in a timely manner, and to a high degree of accuracy whilst maintaining strong and supportive relationships with key internal stakeholders.

## Key Responsibilities

- Recognising the dependence that colleagues across the business have on the service the team delivers.
- Responsible for an allocation of Business Development Managers and their customers
- Ensure contracts accurately reflect pricing and contract inclusions.
- Liaise with Procurement to validate asset delivery / contract start dates.
- Liaise with Asset Management where residual values require review.
- Liaise with Fleet where maintenance pricing needs review / service schedules need creating where applications are in progress.
- Ensure all internal checks are complete and compliant with all company policies.
- Generate contract documentation for customer signature
- Liaise with customers to ensure contracts are signed by an authorised person and in all ways enforceable before executing on behalf of the Company.
- Ensure that all deal supporting documents are saved and stored in the correct location for ease of reference / audit.
- Liaise with Finance to ensure final input checks are completed and invoicing / direct debit collections are initiated.
- Build good relationships with internal colleagues in the execution of the above.

## The Person

- Strong attention to detail
- Inquisitive nature with a heightened sense of responsibility.
- Calm manner and clear communicator
- Works with colleagues in a collaborative manner to achieve objectives.
- High levels of initiative & problem-solving skills.
- The ability to build internal relationships that create a shared approach to working and assisting one another.



- Self-assured and capable of challenge.
- Highly organised and able to balance multiple tasks at one time.
- The ability to work in a team and independently.
- Positive Attitude
- Capable of dealing with and resolving conflicts.

### **In return**

You will have the opportunity to work for a business experiencing continued growth and one that is committed to investing in its people and company culture.

- Competitive salary
- 25 days holiday + bank holidays
- Holiday purchase scheme
- Excellent working environment
- Perkbox
- Life Cover
- Free on-site parking