

Job Advert – Sales Order Administrator
Location - Manchester

The Role

We have an excellent opportunity for an experienced **Administrator** to provide support within our **Asset Management Department** based at our offices in Manchester.

Reporting to our Pricing and Specification Manager, you will become an integral part vehicle order acquisition and processing. and be responsible for the administration, maintenance and loading of information onto our internal Systems.

You will be responsible for the scheduling of vehicle movements from the dealer's/body builders to customers

The main elements of the role:

- Loading of new assets onto our internal system, creating start up applications in line with internal process.
- Liaise with all suppliers of new assets within the build programme and be responsible for all updates.
- Manage and maintain key dates within the build process ensuring delays are kept to a minimum
- Manage all new deliveries as soon as assets are built, and ensure relevant documents are raised.
- Ensure stock release with suppliers and delivery completion documentation returned.
- Manage any follow up upon new asset deliveries to ensure customer expectations are met.

The Person

- Experience working in HGV Specification/Sales, Contract Hire, Fleet Management, or a Logistics background would be advantageous
- Excellent and effective communication and interpersonal skills
- Good analytical and coordinating abilities
- Must be proactive and be able to pay keen attention to the smallest of details
- Ability to work as part of a team
- Must be able to manage time effectively

In return

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

- Competitive salary
- 25 days holiday + bank holidays
- Never work your birthday
- Holiday purchase scheme
- Excellent working environment
- Perkbox
- Life Cover
- Company pension
- On site parking