

**About Us:**

Global Vans are one of the market leaders in online van leasing dealing with thousands of customers every year. With a rapidly expanding business, we are changing the traditional office environment ,encouraging a fun, vibrant and energetic place to work. If you are looking to work in a fast paced business with a dynamic culture that rewards success, Global Vans may be right for you!

As the administrative support to the sales team and a point of contact for customers, you are responsible for ensuring that the administrative duties are undertaken to deliver vehicles to customers smoothly and efficiently.

**Duties:**

Your main responsibilities include but are not limited to:

- 1) Chase suppliers for vehicle registration and chassis details.
- 2) Create finance documents and ensure that these are completed correctly in line with financial guidelines.
- 3) Create and raise invoices to customers and the relevant suppliers.
- 4) Check that payments have been received from customers and the finance companies for both us and the suppliers.
- 5) Notify customers of any relevant information regarding their order and answer any queries they may have.
- 6) Order accessories and ensure that these are booked in with the dealership prior to delivery.
- 7) Book delivery of vehicles and ensure that these are delivered to the customer on time.

**Essential:**

- Must have previous administrative experience and be conversant in Microsoft packages and experience of creating invoices.
- You must be able to work under pressure and meet deadlines whilst prioritising your workloads.
- You must have excellent communication skills both written and verbally.
- Must be comfortable with finance and numbers.

**Desirable:**

- Previous experience in vehicle leasing is not essential as full training will be provided.
- Job Type: Full-time

Salary: £17,000.00 to £20,000.00 /year

**\*PLUS:**Generous performance bonus giving an OTE of between **£18,000 & £22,000**