

Business Administrator

Location: Marsh Farm, Sea Lane, Wrangle, Boston, PE22 9HE.

Salary: £27,165 per year.

Hours: Monday- Friday 08:30am-17:00pm & 1x Saturday a month required in our Wigtoft Office.

Established in August 2020, Autotruck provides the Lincolnshire haulage industry with a professional, fast, motivated and highly skilled truck and trailer service centre to keep local businesses running. We are a fast-growing business who currently employ 21 staff across 2 sites.

Over the last 5 years Autotruck has expanded at an instantaneous rate due to the excellent and highly skilled technicians and office support staff we are proud to employ, who are passionate about their roles and the business to enable us to deliver outstanding service to our customers.

We want you to be part of our amazing close working team that keeps essential services moving. You will be rewarded with industry-leading training and development and given the opportunity to contribute to our dynamic company and gain valuable experience in the field of HGV administration.

At Autotruck LTD we thrive off and celebrate excellent performance.

We are continuously expanding and now require another office-based administrator for our Wrangle site who can work well within our current team to meet the needs of our Commercial Vehicle customers. This role will cover service administration, invoicing and the organisation and collection of HGV parts.

If you are all the below and more, we want to hear from you!

- A dedicated, hard-working and organised Administrative Assistant with excellent communication skills and great attention to detail with previous HGV industry knowledge.
- The ability to work efficiently and productively independently and as part of a team when required.
- Self-motivated and responds well to challenging situations.
- Committed to reaching your career goals and encouraging positive working relationships between staff and managers where ideas are valued.

Main Duties will include (but not limited too):

- Administrative support to Staples Vehicle Maintenance Unit servicing department.
- Creating job cards for customers HGV's, vans and trailers.
- Updating job cards with relevant parts and costings ready for invoicing.
- Collaborate with the technicians to ensure smooth daily operations and customer satisfaction.
- Use of Sage System.
- Ensuring all supporting paperwork is filled away and accurate.
- Ordering and collecting HGV parts from suppliers and negotiating costs.
- General light office cleaning duties on a Saturday.

Skills:

- Previous experience in administrative roles, preferably but not essential, in a service-oriented environment.
 - Previous experience in the HGV Industry preferred but not essential.
 - A self-motivated individual when lone working with the ability to prioritise tasks accordingly in a fast-paced environment.
 - A proactive and customer-focused approach to work.
 - Experience with Sage system advantageous.
 - Strong organisational skills with thorough attention to detail.
 - Excellent communication skills, both verbal and written.
 - Microsoft Word/Excel experience desirable
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- Driving Licence (preferred)

From Day 1 at Autotruck we pride ourselves on the benefits we can offer our employees:

- Company Pension Scheme.
- Employee Assistance Programme.
- Holiday allowance rising with length of service.
- Great career development.
- Colleague engagement days.
- Language training provided (if required)

We are passionate about promoting and celebrating diversity in our work force and creating a more inclusive environment which attracts all candidates to demonstrate our commitment to this. **Together** we keep the wheels turning.

Should you wish to apply for this position please email a copy of your CV to Lisa Healing at lisa.autotruck@outlook.com or call 01205 461461 for more information.