

Administrator - Automotive Trade

Functional

Closing: Friday 30th April 2021

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c£22,000 per annum plus attractive benefits package

We are looking to reinforce our Operational Admin Department by recruiting a bright and enthusiastic Administrator. The successful candidate will be required to work principally with the Car management team; however, you may be required to assist within other sections of the Ops Admin Department.

You will be organising the working arrangements for the part-time Car Force, recording the daily shift requirements and noting any anomalies, as well as dealing with PPE requirements and annual leave requests. You will also be involved in general admin support for the department, including checking RAS sheets, keeping KPI records up-to-date and other ad hoc duties.

An ability to work well in a team is essential and you must be IT literate, in particular possess a good working knowledge of Microsoft Outlook and Excel. You must also have good communication skills, both written and verbal, as some telephone and face-to-face interaction with the part-time Car Force will be required.

Full training in use of the departmental portal and other BPC applications will be provided.

Some flexibility in working hours will be expected, which will include occasional overtime and weekends. A full driving licence and your own transport are essential.

To apply, please contact personnel@bristolport.co.uk ^[2] for an application form. Alternatively, our application form can be downloaded [here](#) ^[3].

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