



Job Description

Business Administrator - Blackbushe

BCA operates the largest used-vehicle marketplace in the UK and Europe operating in 10 countries, 60 different locations, selling 1.3 million vehicles per annum. BCA touches over 3.5m vehicles a year as it provides services along the vehicle life cycle from port to dealerships for new vehicles to refurbishment and logistics for used vehicles and the core re-marketing and auction operations.

This is an exciting opportunity to join British Car Auctions, a fast paced company that really values your skills and hard work - a chance to work for the BCA Administration Team, a positive and focused team working for Europe's largest vehicle remarketing company.

Main purpose of job:

To collect payments and issue relevant documentation to customers in the Counter area and to ensure all pre and post-sale information is updated accurately.

Main Responsibilities:

- Monitor and ensure all vehicle information input is accurate and that registration and lot numbers match.
- Ensure that all sale day processing is conducted in line with company procedures.
- Take payments in the counter area to ensure that vehicles purchased are correctly processed.
- Provide an excellent face-to-face front of house and telephone service to customers.
- Ensure all relevant paperwork is correctly sorted and distributed at end of sale.
- Action any issues, queries or complaints arising so that any problems are resolved, in a timely fashion, to all parties' satisfaction as far as is reasonably practicable. Escalate any complex issues to the relevant manager.
- Undertake cross-functional tasks within the business administration department as necessary to meet operational requirements.
- Undertake ad-hoc tasks as necessary to meet the business needs and for your own personal development.

The working hours of the position will vary according to auction times, sale days and other requirements of the business. A flexible approach to hours of work is, therefore, needed.

You will need to be able to drive as Blackbushe is not on a public transport route

Essential Criteria

High degree of attention to detail and accuracy

Customer Service background



Administrative background

Desirable Criteria

Industry knowledge

Able to work in a busy fast-paced office

Able to work to tight deadlines

Working Hours

Monday 8.30am - 5.30pm

Wednesday 8.30am - 5.30pm

Friday 10.00am – 2.00pm

Working for BCA you will receive;

Benefits include a minimum of 14 days holiday

Company pension scheme

Internal promotion as much as possible

Free parking onsite

Cycle to work scheme

Subsidised onsite restaurant

Reward scheme that offers online and high street discounts

If you're looking for a career that has great teamwork, training, rewards, long-term scope and is going places - apply now!

For more information or if you wish to apply please email your CV to Hayley at recruitment@bca.com