

Driver Sales Quotation Executive - Wilmslow

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.

Main purpose of job:

To work in a team environment providing online and verbal quotations, coupled with administration and to support to generate sales of vehicles to new and existing customers within an established and well performing account. Demonstrate good computer literacy together with excellent telephone manner to deliver exceptional customer service at all times.

Main Responsibilities:

- Responsible for preparing and sending all sale quotations to customers via email/telephone within the agreed SLA's and KPI.
- Obtain accurate vehicle valuations, utilising desktop valuation systems, to provide customers with the correct quotation.
- Monitoring and replying to customers emails promptly.
- Record sales and any additional information on the company's databases.
- Resolving customer queries/ complaints that may arise and escalating any issues to your manager.
- Daily support to the Sales Executive, with any ad hoc duties that need to be completed.
- Support all team members with daily tasks and other administrative duties when required.

Working Hours

Monday – Friday 9.00am - 5.30pm

Quality & Teamwork Standards

- Particular duties and responsibilities attached to this position may vary from time to time without necessarily changing the character or level of responsibility entailed.
- Demonstrate the ability to work both independently and as part of a team
- Organized with good time management.
- Good telephone manner and listening skills.
- Maintain a high degree of self-motivation and drive
- Maintain the highest standards of efficiency and expertise for all activities
- Demonstrate a 'can-do' attitude and an enthusiasm to learn.
- Demonstrate that all discussions and correspondence with customers, associates, colleagues and third parties at all times reflect the company philosophy and maintain the company's professional standards.



- At all times to carry out responsibilities with due regard to the company's policies and procedures
- To work as part of the wider company team for the efficient conduct of the company's business
- Maintain company and client confidentiality at all times.

Working for BCA

We have been bringing together buyers and sellers for nearly 70 years. Starting in 1946 as Southern Counties Car Auctions, we were one of the first companies to let people across the UK buy and sell a wide range of cars at auction, from budget run-arounds to exotic imports.

Working for BCA you will receive;

Benefits include a minimum of 31 days holiday Inc. Bank Holidays

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 further information or if you wish to apply please send your CV to Hayley at recruitment@bca.com