



Job Description

P/T Rostrum Clerk – 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.

Main purpose of job:

To be responsible for the smooth running of the rostrum on sale days

Main Responsibilities:

- Prepare the rostrum for sale day and close rostrum at end of sale day to ensure that all administration tasks are completed to meet Company standards.
- Receive and record deposits and bids from customers in the auction hall and 'live on line' as Company procedure dictates and to ensure all deposits and entry forms taken are processed in accordance with Company procedures.
- Assist auctioneer as and when required to contribute to the smooth operations on sale days.
- Ensure payments are collected from customers at the counter and that customers are issued with corresponding receipts, in accordance with site operating procedures and the special arrangements list produced by Farnham, so that the Company can collect the money from private customers for the vehicles they have purchased and so that invoices can be accurately produced by the business administration office for trade customers.
- Check and bank all cash, cheques and electronic payments to ensure that vehicles sold are correctly paid for and bag and seal cash for banking for secure collection.
- 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.

This is a very fast paced job and requires a high level of multi-tasking. Deposits are taken and so attention to detail and accuracy is also key skills.

Essential Criteria

Attention to detail and high levels of accuracy

Experience of working in a fast paced environment



Customer Service background

Desirable Criteria

Auction centre experience

Working Hours

Thursday 9.15am – 5.15pm

Friday 9.15am – 5.15pm

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 10 days holiday

Company pension scheme

Internal promotion as much as possible

Free parking onsite

Cycle to work scheme

Subsidised onsite restaurant

Uniform will be provided (excluding footwear)

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