



Job Description

Sales Administrator - Blackbushe

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 Sales Team, a positive and focused team working for Europe's largest vehicle remarketing company.

Main purpose of job:

You will report to the Sales Manager and provide a comprehensive and reliable administration service to the sales team in the auction centre. This role has a high level of customer contact and it is key that these relationships are smooth running and efficient.

Main Responsibilities:

- Undertake all aspects of administration related to pre-sale and post-sale to enable the smooth operation of the sales department and prepare all paperwork required by the sales department to meet auction deadlines.
- Update systems by registering new vehicles including all service history and prepare documents for auction purposes
- Help and assist with Live Online Clerking whilst auctions are taking place.
- Assist with the allocating vehicles Lot numbers.
- Perform all administration duties related to customer service level agreements to ensure that agreed standards are met.
- Undertake general administration duties to support the sales team and the Sales Manager. This may include typing and filing on behalf of the team.
- Be able to deal promptly and professionally with enquiries from vendors, buyers and the general public.
- Action any issues, queries or complaints arising so that any problems are resolved, in a timely fashion and to all parties' satisfaction as far as is reasonably practicable. Escalate any complex issues to the relevant manager. Undertake ad-hoc tasks as necessary to meet the business needs and for your own personal development.

Essential Criteria

Previous Administrative experience

Excellent attention to detail

High level of accuracy

Customer Service background

Experience in a fast paced environment/office

Desirable Criteria

Experience of vehicle registration

Data entry experience



Industry experience

Full Valid UK Driving license

Working hours

Monday to Friday from 8.30am to 5.30pm.

The working hours of the position will vary according to auction times, sale days and other requirements of the business.

This role also offers the possibility to progress on to become an Account Controller or Account Executive. There will be on the job training provided to help you develop your skills and career with BCA.

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 23 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 send your CV to Hayley at recruitment@bca.com