

JOB OPPORTUNITY

Vehicle Prep & Operations Assistant

Role responsibilities:

- Take responsibility for the maintenance and appearance of our used car pitch ensuring the highest of standards are maintained.
- Work closely with the Marketing Manager & Sales team to ensure stock on the pitch is cleaned to a high standard and all correct signage/plates are applied to each vehicle.
- Carry out service washes of customer cars after they have been through the workshop.
- Ad-hoc driving tasks including movement of stock, customer car collection and drop-offs.
- Ensure used stock is checked in following all guidance and checks.
- Ensure demo-cars and test drives are ready for customer appointments.

Person specification:

- Pro-active approach
- Strong communication skills
- Strong interpersonal skills
- Ability to work closely as part of a team but also independently

Hours of work:

- Monday - Friday 8.30am - 5.00pm
- Occasional weekend working - to be discussed

In return for your commitment and hard work we will give you:

- Company pension scheme
- Over-time for weekend working
- The opportunity to join a close knit team in a growing, family-run business
- **A clean, UK driving licence is essential**
- **National Living Wage is applicable**

