

# ingenia

## CANDIDATE SUMMARY

Reference 4414

If this person appears suitable for a position within your company, please call 0191 4155010.

### PROFILE:

- **We guarantee this candidate has been interviewed.**
- Has worked in the motor trade for around 17 years and has experience of:
  - Peugeot and Toyota franchises.
  - Meeting and greeting customers.
  - Setting up customers/vehicles on franchise portal.
  - Covering on switchboard.
  - Using AFRL to tax vehicles.
  - Organising tea's/coffee's for customers/visitors.
  - Merchandising cars in showroom.
  - Ensuring cars in the showroom are to franchise audit standards.
  - Maintaining dealer diary for managers.
  - Ordering showroom consumable stock.
  - Organising purchase orders for sub-contractors.
  - Full sales Admin role.
  - Organising marketing mailshots.
  - Organising service and MOT reminders.
- Generally good with computers and uses Kerridge daily.
- Considers herself thoughtful, hard-working and reliable.

### CAREER:

- 12/05 - Date - Sales Administrator - Senior Centre Host - (Franchised dealership).
- 05/01 - 12/05 - Vehicle Administrator - (Franchised dealership).

### TRAINING:

- Various Dates: - All "on the job" Training - (Certificates not seen).

### PERSONAL:

- Status: Female, Partner, 1 Child.
- Resides: Durham area.
- Driving licence: Full.
- Interests include: Eating out, going to the cinema and weekends away.

### POSITIONS OF INTEREST:

- Host/Switchboard Reception.

### SALARY EXPECTATION:

- Min. £18k.

**CV may be available subject to candidate approval.**