

WARRANTY ADMINISTRATION CLERK

DEPARTMENT: Vehicle Servicing

- ▶ **Utilise Admin/Organisation Skills**
- ▶ **Enjoy a great work/life balance**
- ▶ **Friendly and Motivated team**

- ▶ **R.D.O per month**
- ▶ **In-House Training**
- ▶ **Opportunities for advancement**

JOB DESCRIPTION:

In this role you will enjoy utilising your administration and organisation skills in a busy role, whilst still having a great work/life balance.

You will work within a friendly and motivated team, as well as autonomously – providing administrative support to both the workshop and service department.

This position is responsible for accurate administration of costing and processing vehicle manufacturer warranty claims for customers vehicle services.

DUTIES INCLUDE (but are not limited to):

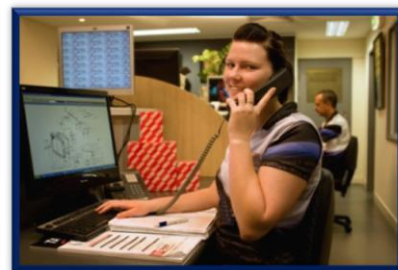
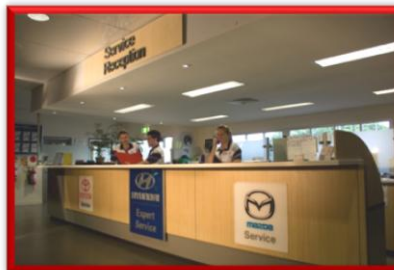
- Accurate processing of warranty claims and repair orders
- Processing of invoices, vehicle parts orders and quotes
- Maintaining storage, forwarding and disposal of replaced warranty vehicle parts
- Maintaining an up-to-date warranty claims register
- General Administrative duties

SKILLS & QUALIFICATIONS REQUIRED:

- Sound Automotive Knowledge (preferable-not essential)
- A background in administration including excellent computer skills
- Excellent organisation and communication skills
- A willingness to learn and help others
- The ability to work in a team environment or individually

ENQUIRIES TO:

Matthew Doyle (Customer Service Manager)
matthew.doyle@autocorner.com.au



Why Autocorner?

- ▶ **Active Social Club** ▶ **Internal Promotions**
- ▶ **Community Giving Programs**
- ▶ **Enjoy the Tropical Lifestyle of Mackay**
- ▶ **Fishing** ▶ **Beaches** ▶ **Fabulous Weather!**

Autocorner is one of the largest provincial automotive dealerships in Australia, employing over 280 people and selling over 4000 cars per annum!

Autocorner is a multi-franchise dealership with 3 of the top 5 automotive brands – Toyota, Mazda and Hyundai, as well as the award winning Used Car Hypermarket and off-site companies: Trade In Disposal Centre Used Cars & Opposite Lock 4X4 Accessories.

Located in Mackay (North QLD), the gateway to the fabulous Whitsundays and the base for the thriving Bowen Basin Coal Fields, Autocorner is an employer of choice in the region, with all employees enjoying ongoing training & advancement opportunities and a positive and vibrant work environment.

Our company loves nothing more than to promote internally, and we like to think we offer not just a job - but a potential career path for the right individual.