

ADMIN ASSISTANT

✓ PART OF THE
KICKSTART SCHEME

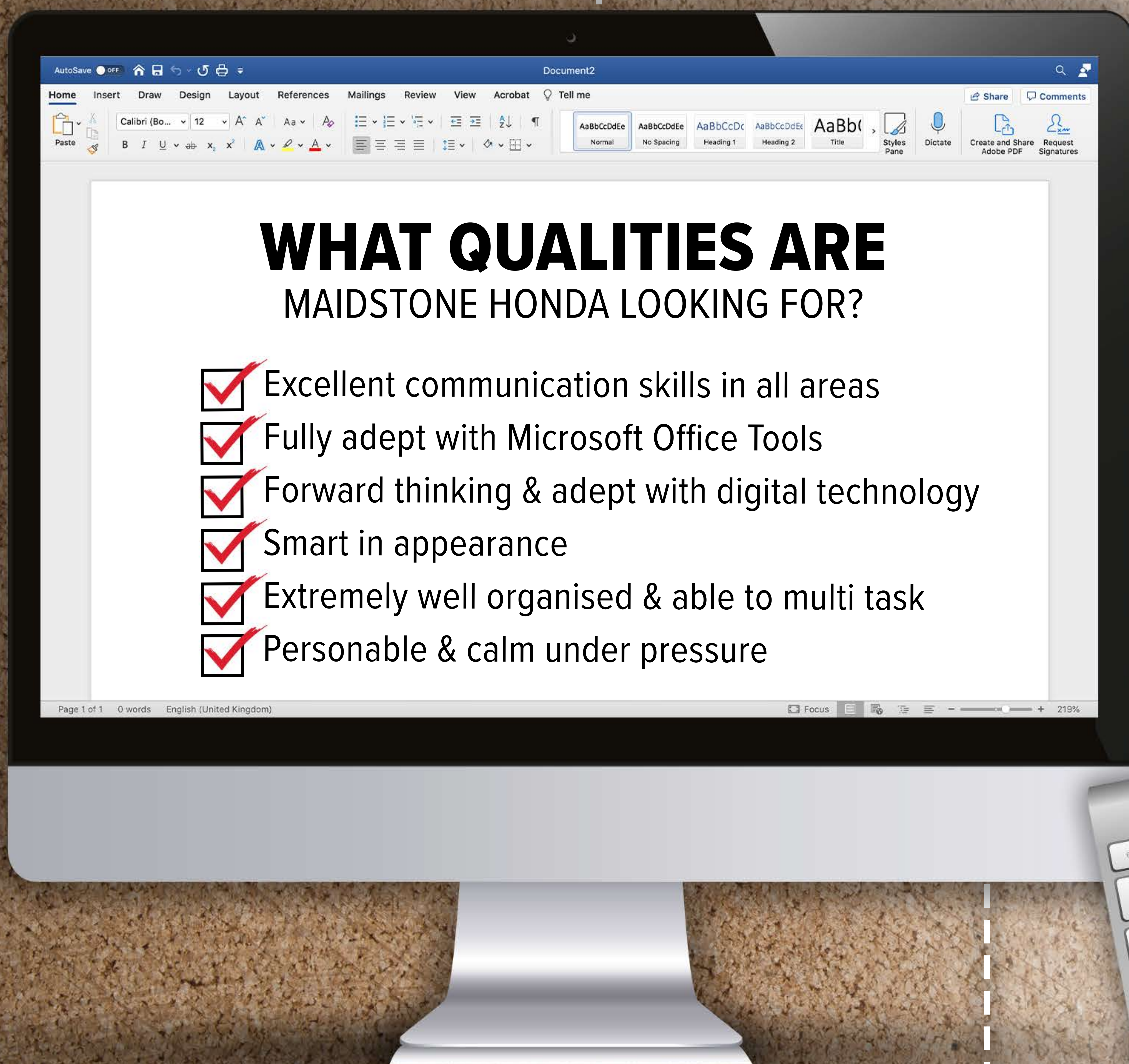
Register vehicles with DVLA
Liase with workshop & generate PDI jobcards & invoices
Scan & organise information for bike sales

Keep systems updated with data for sales & stock

Keep up to date with online portals daily to acquire & accurately input data

WHAT DOES AN ADMIN ASSISTANT DO?

Facilitate smooth running of motorcycles sales purchase journey by keeping administration organised



WHAT QUALITIES ARE MAIDSTONE HONDA LOOKING FOR?

- Excellent communication skills in all areas
- Fully adept with Microsoft Office Tools
- Forward thinking & adept with digital technology
- Smart in appearance
- Extremely well organised & able to multi task
- Personable & calm under pressure



WHAT ARE THE BENEFITS OF WORKING FOR MAIDSTONE HONDA?



ADMIN ASSISTANT WANTED!



HOW DO I APPLY FOR THE ROLE?

IT'S EASY!

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