

# ADMIN ASSISTANT



Register vehicles with DVLA

Liase with workshop & generate PDI jobcards & invoices

Scan & organise information for bike sales



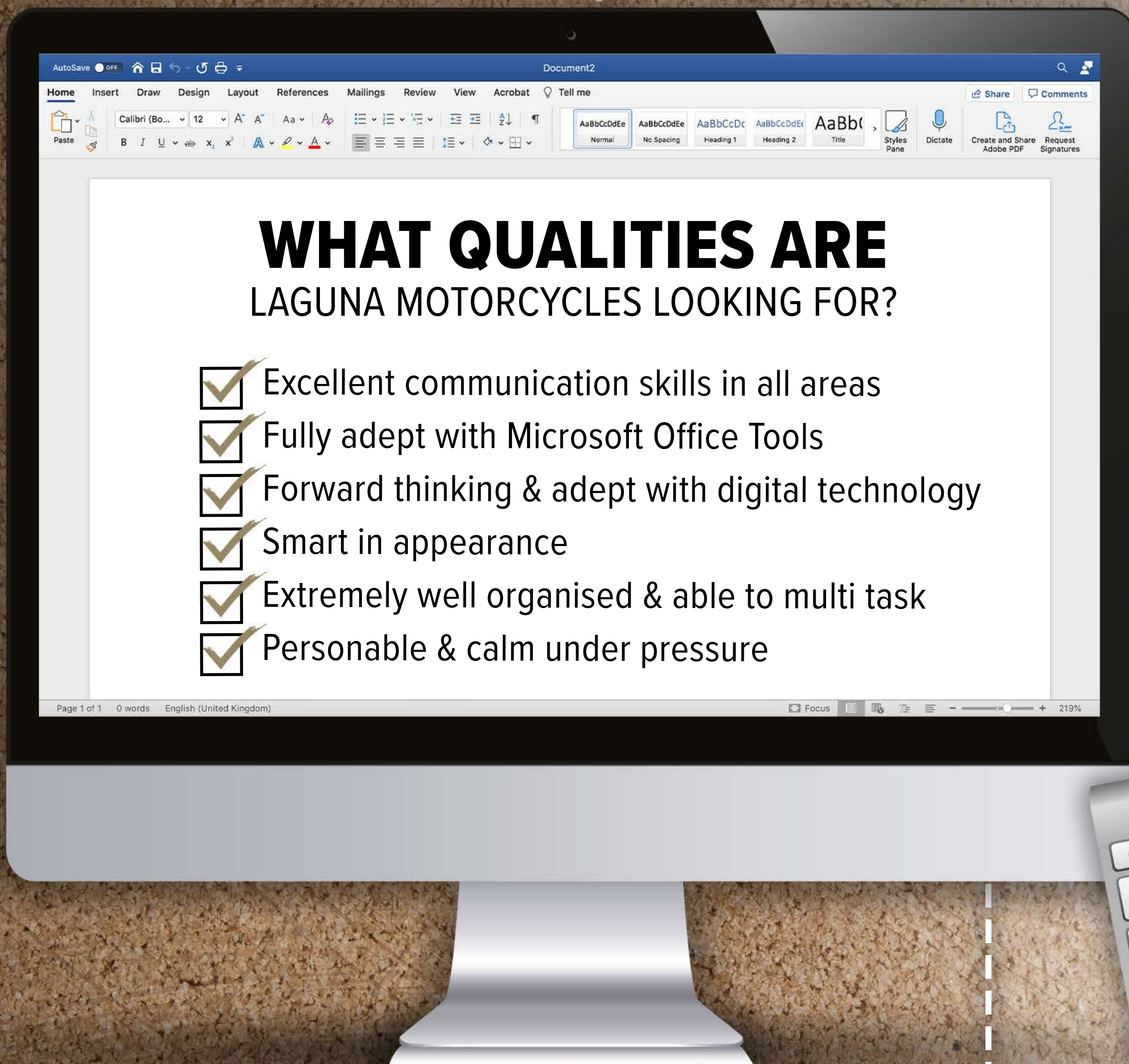
Keep systems updated with data for sales & stock

## WHAT DOES AN ADMIN ASSISTANT DO?

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

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

**✓ PART OF THE KICKSTART SCHEME**



### WHAT QUALITIES ARE LAGUNA MOTORCYCLES 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 LAGUNA MOTORCYCLES?



Motorcycle purchase scheme



Cycle to work scheme



Pension

Parts, clothing & accessory purchase scheme

Workshop labour discount scheme



## ADMIN ASSISTANT WANTED!



### HOW DO I APPLY FOR THE ROLE?

**IT'S EASY!**

Visit [laguna.co.uk/careers](http://laguna.co.uk/careers)