

# **PETER COOPER**

MOTOR GROUP  
CARS OF ALL MAKES AND MODELS

**The Peter Cooper Motor Group strive to recruit the most passionate and dedicated team members to help expand our successful business. We do this by exceeding expectations and building confidence and loyalty throughout our team and customers.**

**Our Insistence on hiring the best people, giving them the best training, and investing in the best resources, ensures we provide Peter Cooper's customers with the best possible service, all the way through their ownership of their vehicle. we are always looking to bring on new talent. we are always looking to bring on new talent if you believe you have the personality and capabilities to join our successful team we would love to hear from you.**

## **Sales Administrator**

We are seeking a Sales Administrator to join our successful teams across the group. The ideal candidate will have strong communication skills and be able to demonstrate prioritising tasks.

### Essential Skills/Experience

- Highly organised
- Time management
- Excellent communication skills
- Initiative and forward thinking
- High standard of customer service

### Key Tasks/Responsibilities

- Provide excellent support and administrative service to the Sales Department
- Develop effective manufacturer and supplier contact
- Deal efficiently with customer requests and queries to ensure total customer satisfaction

If you share our values and our passion, you can look forward to developing an enjoyable and rewarding long-term career with us.

**Professional  
Excellence  
Trustworthy  
Everyone  
Respectful**

**Our Mission :** A successful business which exceeds expectations and builds confidence, loyalty and pride in our team and customers

Our financial package and group employee benefits, makes working with The Peter Cooper Motor Group a fantastic career opportunity. If you believe you have the required skills and experience, please do apply for this vacancy and upload your CV and covering letter. Alternatively, please call our Internal recruitment department who will be happy to have an informal chat.

Closing date

**\*\*Strictly No Agencies\*\***