

PROGRAMME ADMINISTRATOR

KETTERING

CLOSES: 13/05/2019

We require a professional, sales orientated, and driven person to work in our extremely busy Financial Services Department. The successful candidate will be required to provide sales support for our Lease and Franchise Finance business.

This person will be responsible for liaising directing with customers, Franchisees and Technical Sales Representatives. They will create and distribute all financial documents such as credit applications and contracts direct to the customer and ensure prompt receipt and contract make live. They will support the Programme Coordinator in direct selling and lead logging to grow our lease business and drive sales through our Technical Sales Representatives.

They will also provide support to our Operations Specialist completing tasks such as processing payment postings (credit cards, cheques, cash, Franchisee payments) and direct debit rejected payments, amendments and new set-ups. They will also resolve franchisee and customer queries over the phone, providing excellent customer service and first time resolution. In addition, they can expect to maintain applicable excel spreadsheets and will be engaged in ancillary administration.

We are looking for someone who enjoys working as part of a team but they must also be organised and able to work on their own. They will possess excellent interpersonal skills, have a good telephone manner, calm approach and the ability to cope in a pressured environment. They will have a high level of competency in ICT (Email, Word and Excel) and due to the nature of our dynamic business, we will require an individual who is able to prioritise their own and their team's workloads, cope with deadlines and crucially, have an eye for detail.

The successful candidate will be employed full time and work 37.5 hours per week, Monday to Friday in the Financial Services Department, reporting to the Finance Accounts Manager.

CV's/letters of application should be sent to the HR Department at employment@snapon.com

Privacy Policy

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