

Administration Assistants - Peninsula Peugeot

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Company: Peninsula Peugeot

Location: City of Bayside

Category: educational-instruction-and-library

Administration All-Rounder

Cheltenham, Full Time, Automotive

Please Quote Reference Number 95927

Competitive remuneration and great working conditions

Growing dealership group

Join the team at Peninsula Peugeot in Cheltenham

Peninsula Peugeot has a range of high-performing Peugeot vehicles designed with the latest technology and ground-breaking safety systems that challenge convention. With a centrally located showroom in the Melbourne suburbs of Cheltenham and Frankston, we are the #1 choice for purchasing a new or used car.

We currently have a full time **Administration All-Rounder** position available on our Cheltenham team.

This is an exciting opportunity to join a supportive team in a state of the art, modern showroom.

What's on offer?

A competitive remuneration package aligned with experience

Great working conditions

Ongoing training and development

Join a friendly and supportive team

You'll be responsible for

Reception

Vehicle Banking

Raising Repair & Purchase Orders

Vehicle Stock Control

Vehicle Deal Processing

Vicroads processing

General administration duties as required

Previous automotive industry experience and knowledge of Pentana would be an advantage.

If this sounds like you and you're looking for a new challenge to progress your career, APPLY NOW and fill in the online application form.

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