



Fleet Sales Administrator

We're looking for

...a Fleet Sales Administrator to join our expanding team at WestWon!

About The Role

Who are we?: WestWon Limited

Where are we based?: High Wycombe


Job type: Full-time

Office based or remote: Flexible

How to apply: Send your CV to the email address below, or alternatively call us on the number below for a confidential chat.

Contact Us

 01494 611 456

 18 Manor Courtyard, Hughenden Avenue,
High Wycombe, Bucks, HP13 5RE

 careers@westwon.co.uk

About Us

If you are motivated, a team player and are looking for a career with a successful company, then apply for the position of Fleet Sales Administrator at WestWon today!

Rather than us talk about how we are a long established, successful, vibrant, fun and growth focused company – let's talk about you!

What's in it for you?

- Competitive salary subject to experience
- 3pm Friday finishes
- Lunch provided in staff kitchen
- Full training programme provided
- Generous company pension scheme
- Regular company social events
- Fantastic career prospects
- Good, successful company culture
- Exciting and vibrant offices

Fleet Sales Administrator

🔍 The Role Expanded

We are seeking a Fleet Sales Administrator to assist the vehicle dealers and support our field sales team. Working alongside the dealer and clients, you will run the administration of the finance application from initial proposal through to the pay-out of the vehicle. Supporting the field sales team, you will aid them with the quoting of prospective clients, working alongside the car dealerships.

Previous experience is not essential, as full training will be given, however due to the nature of the position a confident and approachable individual is crucial.

? Still unsure

Please visit our website careers page under the About Us section and read some of our employee testimonials. Alternatively, please read our reviews on Google and on our website via Boom Reviews to see how we operate as a company.

Or if you would just like a chat, please give Carol McNamara a confidential call on 01494 611 456, she would be more than happy to discuss more about the role, our company, and your requirements.

✓ Are you?...

- Confident on the phone with good written skills?
- Organised and have a high attention to detail?
- Able to work under pressure in a time sensitive role?
- Searching for an admin role where you can build long term relationships with clients?
- Fun, full of energy, happy to be part of a team?
- Are you wanting to work with a company with great company benefits?
- Looking for a career where you can add real value to your clients?

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