



## **SERVICE RECEPTIONIST / ADMIN VACANCY**

Alverstone Autos, based on Lancing Business Park currently has a vacancy for a Service Receptionist/ Admin.

Hours will be 8am to 6pm Monday to Friday.

Good all-round knowledge and experience of the motor trade is a must. The role is quite varied, and will include pricing up jobs, contacting customers, invoicing and general admin and computer work.

You must also be confident and pleasant when dealing with customers.

In return you can expect a competitive salary and work within a leading independent garage with an excellent local reputation, in a fun, friendly albeit sometimes extremely busy and pressured environment.

Any interested applicants should in the first instance send an up to date CV to [info@alverstoneautosltd.co.uk](mailto:info@alverstoneautosltd.co.uk) for the attention of Shayne.