

## Invoicing Coordinator - Exeter

Stuarts Truck & Bus, Hill Barton Business Park, Sidmouth Road, Exeter, EX5 1DR

Are you an enthusiastic team player with experience in the motor trade looking for a new challenge? Interested in advancing your career with a successful family-run Volvo Truck and Bus dealership that values people?

### The Benefits

- Salary of £24,000 - £26,000 DOE
- Free gym membership
- On and off site training when required

### The Role

As a Invoicing Coordinator, you will be responsible for processing workshop job packs, converting the technicians write ups into clear and easy to understand invoices. This will consist of Retail invoices direct to the customers, warranty claims and Contract claims. This important and varied role will also include the management of the WIP (work in progress) for our 3 sites, making sure open jobs packs come through the system for invoicing.

#### Working closely with the team, you will also be responsible for:

- Sublet invoice re-charges
- Retail invoicing
- Warranty and Contract claims
- Obtaining purchase order numbers
- WIP management
- Job Pack query management

### The Hours

40 hours per week - Flexible hours  
8 hours a day  
between the hours of 7am and 6pm - start time to suit your life style  
Monday to Friday

### About You

We are looking for someone who enjoys working as a team and excels in communication and interpersonal skills. The ability to form professional relationships quickly with a background in customer service.

### The Company

Founded in the 1940s, Stuart Partners has gone from the humble beginnings of a family-run business to a main Volvo Truck and Bus dealership handling premium products. We now run three Volvo dealerships in Exeter, Plymouth and Cornwall.

### Apply now

If we sound like a good fit, please apply via email or phone to Ryan Stuart:



01395 232800



ryan@stUARTS.co.uk