

C360 Administrator Front Office

Your tasks

Only seeking applications from those that live in the Plymouth area or a daily commutable distance of Lee Mill.

Reviews data on jobsheets to ensure accordance with Customer working procedures , processing within a timely manner

Verifies work carried out in accordance with vehicle history and validations

Resolves jobsheet related queries

Authorises costs (PO / SO)

Ensures a high level of data accuracy

Maintains company quality standards at all times

Communicates effectively on all levels

Makes timely decisions within level of authority

Escalates all issues falling outside of the above for approval / decision

To undertake other reasonable duties as required from time to time in support of the effective running of Conti360

Your profile

- Knowledge of the Truck Tyre fleet market desirable but not essential
- Office 365 Knowledge essential
- Previous experience in a Customer Service role
- Professional qualification in Customer Service or Business Administration desirable
- Previous administration experience requiring attention to detail ideally in a PO / SO environment
- Experience of working as part of a team striving towards excellence

Our offer

- Only seeking applications from those that live in the Plymouth area or a commutable distance of Lee Mill
- **Hybrid Working:** 2 days in the office and 3 days at home. **After** successful completion of 8-12 weeks training based in the head office at Lee Mill, Ivybridge.
- Must have the right to work in the UK

Ready to drive with Continental? Take the first step and fill in the online application.

About us



Job ID
REF79196W

Location
Ivybridge

Leadership level
Leading Self

Job flexibility
Hybrid Job

Legal Entity
Bandvulc Tyres Limited

Continental develops pioneering technologies and services for sustainable and connected mobility of people and their goods. Founded in 1871, the technology company offers safe, efficient, intelligent and affordable solutions for vehicles, machines, traffic and transportation. In 2021, Continental generated sales of €33.8 billion and currently employs more than 190,000 people in 58 countries and markets. On October 8, 2021, the company celebrated its 150th anniversary.

With its premium portfolio in the car, truck, bus, two-wheel and specialty tire segment, the Tires group sector stands for innovative solutions in tire technology. Intelligent products and services related to tires and the promotion of sustainability complete the product portfolio. For specialist dealers and fleet management, Tires offers digital tire monitoring and tire management systems, in addition to other services, with the aim of keeping fleets mobile and increasing their efficiency. With its tires, Continental makes a significant contribution to safe, efficient and environmentally friendly mobility.