

Job Title: Operations Administrator	Reporting to: Operations Manager
Job Type: Permanent, full-time	Location: 4th Floor, The Porter Building, Slough SL1 1FQ



You're joining or considering joining AFL Group, and this is designed to help you understand what the company does, it's values and culture, what we expect from you in this role and what rewards and opportunities there are for you.

About the company

A major player in the fast-moving car and van leasing sector, AFL has won awards for customer service and innovation, all underpinned by strong values of Honesty, Hard Work and Innovation. Employing fifty people, AFL is headquartered in the modern and beautifully appointed Porter Building, adjacent to Slough train station and a short walk to all shops and amenities. We provide a spacious, well-appointed working environment, breakout space and free tea & coffee.

About the role

Once our sales teams close a deal, your role is to thoroughly check all aspects of the deal to ensure accuracy, work with our finance partners to arrange the funding, and ensure all administrative aspects of the deal are progressed and completed in a timely and accurate manner.

- process credit applications with our finance partners
- produce, check and obtain all financial documents to acquire authority from funders
- administer entire process from point of order, working closely with funders, dealers and suppliers to ensure we hit all SLAs
- manage all post-order paperwork including customer and dealer financial documents

About you

If not from an automotive leasing background, you must bring strong customer service experience with evidence of delivering to the highest standards. You will be an experienced administrator, at ease juggling priorities and deadlines with logical thinking, attention to detail and a confident telephone manner which will keep customers updated every step of the way.

What we offer you

The holiday entitlement starts at 24 days (plus Bank Holidays) and rises to a maximum of 30 days with service. There is of course a stakeholder pension scheme. You'll also benefit from induction and ongoing training and out of work, you can take advantage of team building and networking events.

What success looks like

All colleagues from the sales and procurement teams know they can rely on you to progress deals with speed, accuracy and excellent internal and external communications. You'll be a valued member of the operations team, contributing to the wider company financial and business goals and well respected by the senior management.

In time, you'll be keen for further development and to showcase your skills above and beyond your current role.