

# VOLKSWAGEN FINANCIAL SERVICES

THE KEY TO MOBILITY

## **Vacancy: Retail Operations Administrator , Part time**

### **Background**

Volkswagen Financial Services AG is the largest automobile financial services provider in Europe. Our central task is to promote sales for the Volkswagen Group and its brands. The products and services of Volkswagen Bank GmbH and Volkswagen Financial Services range from the financing of new and used vehicles of all the Group's brands to dealer financing.

A vacancy has now arisen for an Administrator within the Retail Operations Department of Volkswagen Financial Services Ireland. The successful candidate will provide exceptional service and administrative support to the dealer network as part of a high performing team.

### **Key Responsibilities**

- Contract review and activation of Motor Finance agreements ensuring regulatory and compliance requirements are met.
- Call Centre call handling for Dealers within the VW Group network and VW Bank finance customers.
- Daily administrative tasks.

### **Key Role Requirements**

- 1+ years' experience in a Financial Services role required.
- Degree in Business or Finance related discipline preferable.
- Excellent organizational and administrative skills.
- Outstanding attention to detail essential.
- Strong customer service ethos
- Confident, competent and forward thinking
- Capable of working under pressure in a high volume environment
- Enthusiastic, wanting to learn and progress
- Strong numerical competence
- Working knowledge of MS Office with particular emphasis on Excel.
- Approved Product Adviser (Consumer Credit) qualification desirable.
- Fluent English (written and spoken).

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## **Terms & Conditions**

This is a **part time , 4 days per week, permanent position**. Flexibility to work different shifts and some Saturday's required. A competitive remuneration package commensurate with experience and qualification level will be offered to the successful candidate.

## **How to Apply**

Please apply by emailing a CV and a short cover letter to [careersdublin@vwfs.com](mailto:careersdublin@vwfs.com)

Closing date for receipt of applications is **2<sup>nd</sup> December 2018**