

## JOB SUMMARY

**Job title:** VSB Administrator  
**Responsible to:** VSB Manager  
**Location:** Corby Preparation Centre

### Job Purpose

Ensure records and data for all trucks are complete and correct, process orders and invoices and prepare accurate and timely reports for senior management, to enable effective business decisions to be made.

### Person Specification

Competent user of Microsoft Word and Excel computer packages, and experienced Kerridge user. The ability to clearly express yourself verbally is important, as is the ability to work under pressure, meet time targets and demonstrate attention to detail

### CORE ACTIVITIES:

- Raise queries directly with Management/Salesman/VSB team on all issues outside of Sales Protocol.
- Input Sales Pack into Kerridge and ensure all data is accurately updated. Ensuring that current Franchise Data is available.
- Raise invoices to Fleet Kompact and truck Invoice In a timely manner (ensure accurate data and detail is printed on invoice).
- Maintain record of trucks on Plant Book
- Assist management in preparing data for monthly reports/KPI's and develop new reporting to identify areas for improvements
- Updating of KPI log to monitor timescale of order received from customer to order placed with suppliers
- Ad-hoc projects and reports as required
- Ensure Sales packs are tracked and processed in an efficient manner, and KPI reported.
- Provide support and cover for other members of the VSB team as required
- Look at improvements and communicate these to the manager to develop new procedures/ improvements/ controls to improve profitability
- Assist with updating of CRM data on Trucks is always accurate
- Track and monitor Sales Packs received Into Nottingham VSB department and ensure correct approval process and pack is complete.
- Provide data to compare FLT to Kerridge Data and complete the checks required to ensure accurate Quotation/pricing and compliance with Sales Protocol.
- Provide support and cover for other members of the VSB team as required
- Ensure we are working with credit control to ensure sales packs have been pre credit approved, and the correct customer/ account # recorded.
- Any such other duties as you may reasonably be required to perform within the scope of your knowledge, skills and ability.