



We are proud to be JCB's sales-aid asset finance provider in the UK. We're a B2B regulated asset finance company owned jointly by global brands; JCB and NatWest. Our office is near Uttoxeter, Staffordshire, opposite JCB's World HQ. We have served our customers in construction, agriculture, materials handling, Government, and local authority sectors, for more than fifty years.

Job role:**Machinery Sales Centre Co-ordinator.**

Permanent/full-time.

Based 5 days per week, at our site near Cheadle, Staffordshire.

Sectors and assets:

Construction, agriculture, plant, excavators, commercial vehicles.

Experience:

Ideally, minimum two years' experience in a similar environment. Good admin skills (including Microsoft Word, Outlook, Excel), good communicator. Ideally experience in an asset management environment (fleet management, dealership, plant hire, etc). Safety focus. Customer service.

Job role - summary

- Assisting the department in liaising with stakeholders including JCB's Head of Used Equipment, Dealer Used Machinery Managers, and suppliers.
- Organise asset inspection and where relevant, asset recovery.
- Booking assets into site and onto systems.
- Liaise with dealers, existing and potential customers about asset sales.
- Co-ordinate the sales process to support efficient transfer of assets to customers.
- Review and upkeep marketing communications, refresh and update the used machinery sales website, ensuring the optimal advertising of stock (training provided).
- Strong safety focus, understanding and adherence to safety procedures.
- Assisting with the moving of assets to and from allocated locations within the storage facility (training will be provided).
- Understanding of regulatory requirements in respect of AML, Fraud, GDPR, and customer care protocols (training will be provided).

Skills, competencies, and experience:

- Organisation skills and good attention to detail.
- Good admin skills (Microsoft, Word, Outlook, Excel), managing data accurately, updating records, updating website and assets for sale registers (training provided).
- Communication – good verbal and written skills for liaising with internal and external stakeholders, good collaboration with own team.
- Financial acumen (ideal) knowledge about Hire Purchase/Leasing/financial products (training can be provided)
- Asset product knowledge (ideal) JCB and other plant, equipment, commercial vehicles, local authority assets.
- Experience in a plant hire/motor trade/fleet management or similar environment (ideal, training will be provided).

Personal attributes:

Proactive, self-motivated, enthusiastic

Problem resolution

Results orientated

Adaptable, flexible, team player

Pay & Benefits:

- Competitive salary
- 5 days Monday-Friday, 37.50 hours per week
- 25 days holiday plus Bank Holidays, up to 5 service days after eligibility.
- Pension Scheme (15% employer contribution)
- Discretionary performance bonus scheme (up to 15%)
- Personal and home loan schemes
- Private healthcare scheme
- Employee Assistance Programme
- Private dental scheme at HQ
- Subsidised gym on-site at HQ
- NatWest Share schemes
- Employee discounts - My Staff Shop
- Charity day/volunteering
- Death in Service 4 x salary benefits
- Company sick pay and permanent health insurance schemes after eligibility
- Company enhanced maternity/paternity pay after eligibility.
- Long service cash awards (£500 up to £1,000) starting at 3 years.
- Free car parking

To apply please visit www.jcb-finance.co.uk/careers to download our application form, or

Please send a completed application form and/or CV to humanresources@jcb-finance.co.uk.

Alternatively, please post a completed application form to:

Private & Confidential

Human Resources Department
JCB Finance Ltd
The Mill, High Street
Rocester
Staffordshire ST14 5JW

Offers of Employment are subject to satisfactory pre-employment checks including: satisfactory references, Credit Reference Agency, Fraud, Basic Disclosure check (DBS), and qualifications.

JCB Finance Ltd is authorised and regulated by the Financial Conduct Authority (Firm reference number: 708332), Climate literate organisation, Silver standard.