

Bookings Clerk

Location: Pretoria
Reference: #CAW005567/NT
Company: [SydSen Recruit](#)

Join the team of a bustling, reputable automotive dealership situated in **Pretoria, Gauteng** as they seek an experienced bookings clerk.

Requirements:

- Prior experience as a bookings clerk in the automotive industry
- Matric qualification
- Valid driver's licence
- Exceptional customer service prowess
- Capability to thrive under pressure
- Proficiency in Kerridge / Evolve or similar software

Responsibilities:

- Efficiently coordinate vehicle bookings for the workshop
- Welcome and assist customers courteously
- Aid customers with warranty service and prepare relevant documentation
- Maintain updated vehicle and customer records
- Ensure customer contentment and adherence to warranty guidelines
- Provide support to various departments as needed
- Monitor and address all customer inquiries and requests

Please note that only experienced candidates will be considered and contacted.

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