

Sound like you?

Please send your CV to

applications@hlmotors.co.uk

We're looking for a full-time qualified semi-skilled **Vehicle Damage Assessor** to join this friendly family business. The job will suit a VDA who has some experience in the Bodyshop industry and is keen to build on their current skills. The successful candidate will need to be enthusiastic, flexible (as they will be working in other locations) and committed to the role. Our goal is to train this individual to become an excellent VDA and an ambassador for the business. One of the most important aspects we will be looking for is a motivated individual who can effectively work alone and as part of a team.

In this role, you will work full time 8.00 am – 5.30 pm and benefit from:

- Competitive salary (based on experience)
- Pension scheme
- Employee benefits
- Potential to earn commission

Your duties will include, but are not limited to:

- Inspecting damaged vehicles and assessing the full extent of the damage sustained, assessing the cost of repair and time scales
- Identifying the correct prescribed repair method
- Preparing computerised and manual estimates and accurately recording these, maintaining up-to-date records of all estimates
- Obtaining from insurance companies authority to proceed with repair to a vehicle and confirming the cost of the repair
- Communicating effectively with customers, engineers and technicians to ensure understanding of the correct vehicle repair methodology
- Ensuring that any amendment to repair work is authorised by the insurance company
- Once authorisation has been gained, liaising with the bodyshop personnel and making sure that they understand fully the prescribed repair method

We'd love to hear from you if you have:

- Customer Service and administration experience
- ATA qualification or be a time-served technician
- NVQ Level 1, 2 & 3
- Experience in a bodyshop or accident repair environment
- Full clean UK Driving Licence