

# Are you a true Kärcher type?

When things get tough,  
I don't stay around

I approach every new task  
with a sense of responsibility



**The difference is you.** Because exceptional solutions require exceptional people. We are looking for committed and self-motivated support for our Service department, based at our Banbury UK offices.

## Service Administrator

Kärcher (U.K.) Ltd are looking for a **Service Administrator** to perform a range of administrative tasks within the Service Department. You will be able to demonstrate, through previous experience, your problem resolution skills and accuracy of work, within a demanding environment. You will be a confident individual with excellent communication skills and a can-do attitude. Your passion and attention to detail will be a strong driver in your work.

The key areas of responsibility for this role will be to complete cost estimations in line with customer/contract conditions, data entry of service reports, resolving invoice queries, warranty claims and allocating stock to Engineers. Strong keyboard skills are essential with a good knowledge of Microsoft Outlook, Microsoft Dynamics (desirable) and SAP (desirable).

We are looking for an enthusiastic and reliable individual, who will make a positive contribution to our team environment and the performance of Kärcher (U.K.) Ltd.

This is a full-time position, Monday to Friday – 0830 hrs – 1700 hrs.

Please send your application, to include a CV and a covering letter, to [recruitment@karcher.co.uk](mailto:recruitment@karcher.co.uk) for the attention of **Jo Wheeler, HR Advisor** or call 01295 752162 for further details.



**makes a difference**