

# AUTOPACT

**AUTOPACT**  
VICTORIA

# INFORMATION PACK

**FINANCE & INSURANCE  
ADMINISTRATION ASSISTANT**



Position Title:  
Direct Supervisor:  
Location:

F&I Administration Assistant  
Group Business Manager  
Blackburn Nissan

# The Position

## Finance & Insurance Administration Assistant

The role of the Finance & Insurance Administration Assistant is to:

- Assist the Business Manager with loan submissions, collecting supporting documentation from clients and processing loan settlements
- Prepare and issue insurance quotes and binding of policies
- Data entry into reporting systems
- Provide outstanding customer service

## Working Hours

This is a permanent full-time role, based on a minimum 38-hour week.

## Reporting

The role reports to the Group Business Manager for the Dealership.

## Prerequisite

- Current Driver's Licence
- Background in sales and/or banking, finance or insurance industries

## SELECTION CRITERIA

The successful applicant will possess:

- Ability to work autonomously and effectively manage workloads and deadlines
- Demonstrated high level of attention to detail
- Excellent verbal and written communication skills, including a high level of computer literacy and exposure to Microsoft Office
- A commitment to providing exceptional service to our customers
- Professional presentation

## BENEFITS

When you join a Dealership that is part of the Autopact Group you will benefit from:

- Onboarding and training to prepare you for a long and fulfilling career
- On the job mentoring by experienced Senior Business Managers to learn the most successful finance and insurance processes in the industry
- Join a team who pride themselves on having a supportive and friendly culture which allows all employees to thrive in their role

# Application Process

Application should include:

- A resume giving details of recent roles and qualifications
- A cover letter summarising your interest in this role and demonstrating your ability to meet the criteria above

## Selection Process

Shortlisted candidates will be contacted by the hiring manager to arrange a time to meet with the selection panel for an initial interview.

## Reference Checks

A minimum of two reference checks will be conducted – please ensure you have provided the hiring manager with two professional references.

## Pre-employment compliance check

International candidates will provide the panel with relevant VISA documentation supporting their right to live and work in Australia.

Preferred candidates may be required to undertake a pre-employment screening.

If you have any questions, please contact [recruitment@autopact.com.au](mailto:recruitment@autopact.com.au)