

AUTOPACT

AUTOPACT
VICTORIA

INFORMATION PACK

TRAINEE BUSINESS MANAGER



Position Title:
Direct Supervisor:
Location:

Trainee Business Manager
Group Business Manager
Autopact Victoria

The Position

Trainee Business Manager

The role of the Trainee Business Manager is to:

- Meeting KPI's by way of the sale and facilitation of Finance, Insurance and Warranty products to customers of the Dealership
- Lead management and assisting sales team with closing of sales
- Provide excellent customer service

Working Hours

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

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:

- Strong finance acumen
- Strong sales and negotiation skills
- Process and procedure driven
- 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
- Excellent earning potential with a well-structured commission plan and ability to earn \$100,000+ once fully trained
- Professional development, including completion of Certificate IV in Financial Services
- 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