



**Sales Admin Intern
Job Description
Peach Tech Limited**

About Us

Recognizing that buying and selling cars in Sub-Saharan Africa is a fraught process, Peach Cars was founded to radically improve the customer experience with buyers and sellers. Peach is currently revolutionizing car ownership in Kenya through its marketplace purpose-built to connect buyers and sellers of used cars combined with dramatically improved customer experience.

Role Description

As a Sales Administration Intern at Peach Cars, you will play a vital role in supporting our sales process. This position offers hands-on experience in a dynamic environment, where you'll develop strong organizational and communication skills while fostering a customer-focused approach.

Key Responsibilities:

- Assist in coordinating checks on vehicle status, including logbook ownership, and communicate findings to internal teams.
- Support buyers and sellers throughout the administrative steps of the sales process.
- Clearly explain sales administration procedures (e.g., agreement preparations, payments, ownership transfers, and insurance) to set expectations for timelines and outcomes.
- Guide customers through our sales documentation, addressing any questions they may have.
- Ensure all documentation is properly signed and maintain KYC records, organizing files both online and offline.
- Help coordinate the physical handover of vehicles with the fleet team, ensuring all necessary checks are completed and customers sign the handover checklist.
- Conduct pre-handover checks on vehicles to ensure they are clean and ready for delivery.
- Assist in the coordination of logbook-related services, including ownership transfers and logbook pickups.
- Introduce our services and pricing to buyers, and facilitate the collection and delivery of logbooks.
- Monitor the status of logbook ownership and assist customers with any issues related to their Ecitizen accounts.
- Ensure timely logbook transfers and clear communication among all relevant parties.
- Follow up with sellers regarding the cancellation of active insurance policies once the car is sold, and assist buyers in obtaining new policies.
- Coordinate payment processes with the finance team and communicate updates to customers, ensuring that transaction receipts and confirmations are shared promptly.

**Requirements:**

- Degree in Business Administration, or a related field.
- Strong organizational and communication skills.
- Customer-focused mindset with a desire to learn.

Benefits:

- Gain practical experience in sales administration and customer service.
- Work closely with a supportive team and learn from experienced professionals.

Peach Core Values

Peach Cars is a values-driven organization. If you are interested in this role, please be prepared to speak to the following values, including how you understand them and would put them into practice in your efforts day-to-day.

- Ownership ~ Complete work is the expectation; going above and beyond is who we are and what we do
- Respect ~ Communication is key and this is always done in a respectful manner, no matter how difficult; as a team, we may disagree but we commit
- Challenge ~ As a company, we are anti comfort zones; Peach is a place for learning and growth

Join Our Team:

If you're excited to kickstart your career in sales administration, please send your resume and a brief cover letter to careers@peach-technology.com.

Peach Cars is an equal opportunity employer and welcomes applications from individuals of all backgrounds. We value diversity and inclusion in our workplace.