

JOB VACANCY

Accounts and Administration Assistant

Purpose of the Role

This is a varied accounts and administrative supporting role, helping to ensure that the business has a smooth and efficient process from sales through to accounts, providing excellent communication to customers, suppliers, and the internal team.

Key Skills

The successful candidate will need to be able to demonstrate previous experience in a similar role.

You will need to possess excellent communication skills, have attention to detail and be a team player but also able to work under your own initiative.

Would suit someone who is good at Problem solving is self-motivated, possesses a calm manner and works well under pressure.

IT literate with accounting software experience is essential.

Key responsibilities

- . Inputting sales quotations
- . Converting quotations into sales orders
- . Raising pro-forma payment requests and collecting payments
- . Raising sales Invoices
- . Ensuring sales invoices are uploaded on to Sage
- . Preparing statements
- . Handling incoming accounts calls
- . Processing credit card payments
- . Assisting in overdue payment collection
- . Deal with sales & purchase ledger queries
- . Other duties as required

Benefits

Pension scheme with up to 3% contribution matching
23 Days holiday per annum plus Public holidays

Job Type

Full-Time based on a standard 40-hour week

Working hours 8am – 5pm Monday to Friday

£10-£10.50 per hour depending on experience

The Company

A family business Established over 48 years ago we are a leading domestic landscape business based in the West Midlands, as part of the company's ambitious growth and diversification plans, we have expanded our Wholesale Cash & Carry operations at our 4-acre Nursery site. The company has plans to expand further its trading activity into the landscape market.

This has created an exciting opportunity for a self-motivated person with a can-do attitude to join our friendly, people focused team.

Closing date 7th September 2021

Application deadline: 07/09/2021

Expected start date: 26/08/2021

Salary

£20,800.00-£21,840.00 per year

Benefits

- Casual dress
- Company pension
- Employee discount
- On-site parking
- Work from home

Schedule | 8 hour shift | Monday to Friday

Work remotely | No

Please email your CV to apply: shaw@fullbrookplants.co.uk