
Office Administrator

30 hours per week



Job Description

The Position

This is a part time position with 30 hours a week spread over Monday to Friday. Primarily assisting the office manager in relation to the sales ledger, but also wider tasks as needed within our office team.

Key responsibilities include:

- **Various financial administration tasks including:**
 - Receiving goods onto the company stock ledger
 - Checking & reconciling supplier invoices
 - Issuing outgoing invoices and payment requests
 - Issuing monthly statements
 - Assisting with customs documents
 - Assisting with record keeping
- **Liaising with suppliers regarding invoice queries**
- **Assisting with general customer account enquiries and monitoring account emails**
- **Assisting with credit control**
- **Assisting with general administration and office tasks as needed, including incoming calls**

The Person

The suitable candidate will require:

- Excellent attention to detail and strong written and verbal communication skills
- Confidence in working with Microsoft Office programs, including Excel, Word and Outlook
- Familiarity with databases and/ or accounting software, though full training will be provided on internal systems
- An approachable and pleasant manner with colleagues and customers in person, on the phone and through digital communication
- The ability to multi-task, with a proactive approach to problem solving
- Confidence with working independently and within a team
- Excellent organisational skills and ability to work pro actively in a fast paced environment
- A desire to produce high quality work



The Rewards

The successful applicant will be offered:

- A competitive hourly rate, with option of weekly pay
- Generous Staff discounts
- Holiday and sickness benefits
- The opportunity to become part of a motivated team and work within an equal opportunities company
- Regular social events



To Apply

mail@cic.gg or
call 234000

