



## Office Admin/Credit Control - Job Description

### **As part of this varied role you will be:**

Maintaining credit control systems and processes

Assisting all departments with collating of documents and filing

Assisting with financial paperwork and filing

Processing sales invoices, receipts and payments

Checking off delivery notes and updating customer invoices

Answering the telephone, fielding calls and taking messages

Support of internal and external sales resource alongside customer data management.

General customer service support for front desk

Assistance to finance function including purchases, credit notes, delivery notes

Ensure all customer data is update on internal systems

Support supplier management function with product ordering

Liaise with warehouse in fulfilling customer orders

### **To be considered for the role you must demonstrate the following attributes:**

Experience in Credit Control

Have an excellent telephone manner and be well presented

High level of attention to detail

Strong administration experience in an office environment

Good verbal and written communication skills

Professional with a commitment to customer excellence

Proficient in Sage Line 50 and Excel

### **Education**

Minimum 5 GCSE including Maths and English or equivalent