

Accounts/Admin Assistant (Chester, Wrexham, N/Wales)

£14,000 per annum

Trade Effluent Services Ltd provide recycling and waste management services to customers in the North West and throughout Wales. A vacancy has arisen within our accounts office for an Admin Assistant to provide data entry and assistance within the accounts office. This is a temporary position as maternity cover and is for an initial period of 9 months.

Reporting to the Accounts Manager you will be required to carry out various data entry tasks in a busy accounts office environment. This involves using MS Excel, Access database and Sage accounts software.

The Role:-

- Sort and process incoming driver timesheets and job sheets.
- Data entry into company database system.
- Data entry into spreadsheets
- Sales invoicing using Sage Accounts
- Submission of weekly/monthly reports in line with customer requirements
- Filing of weekly paperwork
- Answer the telephone, take messages, and deal with incoming and outgoing mail.
- Undertake additional duties from time to time for which the post-holder is deemed competent.

Hours: Monday to Friday 9am to 5pm

The Candidate:-	
Qualifications <ul style="list-style-type: none"> • GCSE Maths, English • Diploma/certificate desirable • Clait • ECDL 	Experience <ul style="list-style-type: none"> • Admin experience • Accounts office experience • Sage Accounts • Microsoft Excel • Microsoft Access
Knowledge <ul style="list-style-type: none"> • Sage Line 50 Accounts • Accruals • MS Word & Excel 	Characteristics <ul style="list-style-type: none"> • Conscientious • Self-motivated • Initiative • Good numerical ability • Good communication skills

Pay is commensurate with skills and experience. To make your application please send a CV and covering letter by email to vacancies@tradeeffluent.com or by post to:- Trade Effluent Services Ltd, Hugmore House Hugmore Lane, Llanypwll, Wrexham. LL13 9YE.