



Career Opportunity

Title: Accounts Assistant

Job Type: Full Time

Hours: Monday – Friday 9am to 5:30pm

Description:

Experienced mature minded person required to work full time in a friendly busy office. Duties will include processing purchase invoices, checking statements, dealing with supplier queries, answering calls, filing and raising cheques for supplier payments as well as general admin work. Applicants must have good customer service skills with an excellent telephone manner. Must be willing to be flexible when needed, and work as part of a team. Excellent time keeping and attendance is essential for this busy role.

To apply or for more information please email your CV and cover letter to j.kalsi@kalsiplastics.co.uk