

# Accounts/Office Administrator

## Main Responsibilities & Key Results Area

Processing purchase invoices  
Processing purchase orders  
Processing sales invoices  
Investigating any discrepancies  
Assisting in other areas of accounts  
General administrative support

## Experience, Competence, Skills & Knowledge

Proven experience raising invoices  
Ideally experience with accounts administrator role would be highly preferred  
Excellent telephone manner  
Warm and personable nature  
Keen eye for detail  
Strong communication skills  
Team player  
Adaptable with changing demands or priorities

Hours: Negotiable

Job Type : Full Time

Schedule: Mon to Friday

Work location: Whitecairns, Aberdeenshire

Salary negotiable depending on experience

Please email CV and covering letter to: [Steve@pts-Aberdeen.co.uk](mailto:Steve@pts-Aberdeen.co.uk)