

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-services.co.uk