

RE Field Services Ltd

Electrical Rotating Machine Specialists



Business Support Administrator Job Description

Start Date: December/January

Temporary Position

Pay: £8.50p/h 37.5hrs

(To cover maternity leave)

Role of the Business Support Administrator within RE Field Services Ltd will involve work based in the Sheffield Attercliffe office.

The temporary post is to cover maternity leave for 6 months, full training will be given.

The position will be one of an administrator and a high degree of computer literacy plus previous experience of Sage accounting systems would be deemed essential.

Reporting primarily to the Directors, the role will consist but not be limited to the following responsibilities:

- Providing support to both Company Directors and workshop technicians
- Raising customer invoices, including payment allocation
- Processing supplier invoices
- Bank reconciliation
- General financial accounting including remittances, statements, sage housekeeping, petty cash & staff expenses
- VAT Returns
- Travel, accommodation and subsistence arrangements
- Shipment, delivery and purchasing of goods
- Training arrangements
- Marketing - Social Media updates
- Minute taking
- QA Procedures
- Reception duties

Essential Skills and Competencies:

- Experience within an administrative role ideally within a similar industry.
- Full driving licence
- Experience and knowledge of using Sage Accounting systems, preferably Sage Accounts 50.
- Relevant IT experience and high level of competence with Excel, outlook and word.
- Flexible and reliable with good organisational skills and the ability to prioritise workload.

Please send a covering letter and CV to: Kerry.crossland@refieldservices.com