

BRETT AGGREGATES

Purchase & Sales Ledger Administration Assistant (Part Time Role – 15h/week) Faversham Head Office

THE ROLE

- Reporting to Purchase & Sales Ledger Supervisor
- Assist Purchase & Sales Ledger Supervisor and team with a range of administrative tasks and to provide general support
- Receive, sort and distribute the mail
- Register Invoices on financial system IFS
- Scan/ file delivery tickets
- Reconcile suppliers' statements
- Deal with email and telephone enquiries
- Provide cover to sales and purchase ledger team as and when required
- Any other ad hoc duties as may be required

THE REQUIREMENTS

- Experience in similar role would be an advantage, but is not essential
- Excellent administrative skills
- Team Player with ability to support others
- High levels of accuracy and numeracy
- Highly organized and able to prioritize effectively
- Good competency in Microsoft Office applications - especially Excel and Word.
- Ability to communicate effectively

To apply please send CV to joanna.szatkowska@brett.co.uk

Brett Group is an independent business, which specializes in the supply of construction materials and services. Based in the southeast, the Group has become a substantial and well-respected business through both organic growth and strategic acquisitions.

Part of the Brett Group of companies, Brett Aggregates supplies sand and gravel, crushed rock sub-bases and coated products extracted from both land-based and marine sources. With extensive reserves our market position is also reinforced by a number of strategic wharves ensuring consistent supply to major contracts as well as regular customers.

With a reputation for excellence, we offer superb development opportunities to people keen to be part of our continued growth. As an independent business we can offer real job satisfaction in an environment that enables you to focus on our customers, encourages you to contribute, supports you in getting the job done and rewards the continuous improvement of how we do business.

Closing Date: Fri 20th September 2019

The Brett Group operates an Equal Opportunities Policy.

www.brett.co.uk

