

Accounts Administrator

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Company: Pertemps Bond

Location: Ivybridge

Category: office-and-administrative-support

An exciting opportunity available for an Accounts Administrator to join our client on a temporary to permanent basis in Ivybridge, UK.

As the Accounts Administrator, you will also be required to take on some of the Accounts functions within Purchase ledger, Cashbook, processing invoices and dispatch notes, & PO numbers.

Core operating hours are 7:00am - 4:30pm however, they are happy to offer flexibility (8-4 or 9-3:30 etc)

£12.50 per hour (£25,000 based on full time hours 38.5)

As the role is based in a workshop, in a small team, the successful candidate must be happy working in an industrial environment. As they are a small team you must also be flexible to pick up other duties when required.

The successful candidate does not necessarily need Accounts experience as training will be provided, but must be a confident Administrator with a willingness to learn and adapt.

For more information, please Contact Chelsea Goodman in the Pertemps Plymouth office.

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