

Office Admin Assistant

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Company: Centre People Appointments

Location: United Kingdom

Category: other-general

TYPE: Permanent, part-time

WORKING HOURS: Approximately 25 hours per week with a flexible schedule, potentially working 4 or 5 days per week

SALARY: Negotiable, depending on experience

START: ASAP

LOCATION: Manchester (Hybrid work style)

RESPONSIBILITIES:

- Provide general administrative support to a team of chemicals/adhesives business professionals in office/laboratory environment
- General office duties such as stock checking, ordering materials and office/laboratory consumables, photocopying, scanning, answering general queries, and other ad hoc office duties
- Input data related to order handling, delivery arrangements, invoicing, and purchase/sales ledger
- Ensure accurate data entry and timely updates
- Communicate effectively via phone, email, and other correspondence with customers, suppliers

IDEAL CANDIDATE:

- Currently working as a Sales Coordinator/Office Manager/Customer Service (B2B) in the

Manchester area

- Familiarity with ERP system such as SAGE is required. (Training is offered as necessary)
- Finance and accounting knowledge will be advantageous
- A supplier management experience would be an advantage
- A bright and energetic professional, with a flexible approach who enjoys a demanding business environment and works well under pressure
- Well-organized with the ability to handle multiple tasks simultaneously
- A hard-working team player with a positive attitude and a willingness to assist all members of the team
- Excellent verbal and written communication skills
- Good language skills. Fluency in English is essential. Any other language would be advantageous
- Strong IT skills, including using Word, Excel, PowerPoint, Outlook

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