

## Senior Administrator

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Company: Tech Connect Group

Location: Manchester Area

Category: other-general

Senior Administrator – Manchester On behalf of our client, an Aerospace & Defence manufacturing business, we're actively recruiting a Senior Business Administrator to join their team in Manchester. The ideal candidate will have an understanding of payroll, general business administration functions, SAP, finance and will have worked in a fast-paced manufacturing environment. This role will progress into a Commercial Manager position for the right candidate.

**Role: Administrative (Finance / Accounts)**

- Processing new customer/supplier accounts
- Processing purchase invoices
- Dealing with and resolving customer/supplier invoice queries
- Raising purchase orders
- Managing any proforma supplier accounts
- Responsible for supplier statement reconciliations
- Commercial Reviewing work in progress (WIP) costs against budgeted costs and analysing any overspend
- Customer analysis and reviewing packages of work
- Analysing previous manufacturing costs to support the sales and estimating team
- Approve contract review
- Sales forecasting
- Resolve sale ledger debt issues
- Manage customer commercial issues
- Monthly reviews with onsite accountant around WIP and overheads
- Reviewing supplier terms and conditions
- Director final sign off
- Recruitment onboarding process
- Payroll
- Wages
- Annual leave requirements
- Timesheets

**Skills:** Excellent MS Office skills  
Good understanding of SAP / other similar system in a manufacturing / production environment  
Confident and professional when speaking to colleagues, clients and suppliers  
Excellent communication skills  
Good teamwork ethic, pro-active and motivated.

**Package:** £30k - £35k base salary  
25 days holiday – plus BH  
Exciting benefits package with access to discounts from leading retailers.  
Purpose built sites with free parking.  
Discounted gym membership.  
Excellent career development opportunities available.

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