

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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