

ADMIN ASSISTANT



HOURS: 4 Mornings Per Week

SALARY: Hourly Rate Dependant on Experience

Admin Assistant required to work Part-time in a Metal Working Factory on Lancing Business Park.

DUTIES TO INCLUDE:

- General Office Administration
- Credit Control and Bought Ledger
- Raising Delivery Notes and Typing Invoices

KEY COMPETENCIES:

This is a small administration team so the successful applicant must be:

- Flexible
- Dependable
- Conscientious
- Good Telephone Manner
- Fully Conversant with SAGE

To apply please forward your CV and a short covering letter to:

sales@pipecraft.co.uk