



<https://dailyjobspost.co.uk/job/accounts-assistant-2/>

Accounts Assistant

Description

Accounts Assistant

A position has arisen at Material Change for an Accounts Assistant to join our expanding team.

Duties will include but are not limited to:

Sales & Purchase ledger processing
General Accounts Work
Product Sales
General Office Duties

The role will include interacting with customers both commercial and public.

Knowledge of Microsoft Word and Excel is required. Candidates must be self-motivated with the ability to show initiative, be flexible in their approach and be team orientated, you are required to have a good understanding of written and spoken English.

Salary Commensurate with Experience.

Full time, 09:00 to 17:00, 30 min lunch (37.5 hours per week)

Hiring organization

The Daily Jobs Post

Employment Type

Full-time

Beginning of employment

Immediate Start

Duration of employment

Permanent

Industry

Accounting

Job Location

Norfolk

Date posted

May 26, 2021