

Job Title: Admin and Purchase Ledger Assistant
Hours: 40 hours per week (Monday to Friday – 8.30am to 5.00pm)
Location: Great Blakenham, Ipswich
Duration: Permanent
Reporting to: Management Accountant

Sackers is a family owned and managed business, with revenues of over £36 million per year. We employ over 85 staff and have strong future growth plans. We pride ourselves on being the sustainability experts and aim to recycle over 90% of the material we receive.

Sackers provide full waste solutions for Suffolk and has two sites situated near Ipswich at Great Blakenham and Needham Market. One site is for scrap metal processing and the other is for commercial waste disposal. We offer commercial waste collections, skip hire and scrap metal recycling.

We have invested heavily in equipment to give us cutting edge technology to create a strong and competitive position in the area. We have the only processing plant of its type in East Anglia, we are unique to the area and able to recover, process and sell the metal and recycled commodities to many different countries.

We care about and invest in staff and their personal career development. We have a track record of growing our own talent, we've had staff grow with the business into senior leadership roles.

If you have the desire, we will embrace it.

KEY RESPONSIBILITIES

- Portraying a positive image of the company in a professional manner at all times
- Responsible for the matching and posting of purchase invoices
- Dealing with supplier queries in a timely manner
- Answering the phone, screening calls, emails, etc., processing incoming and outgoing post
- Sending sales invoices and statements to customers
- Administration support to the Finance department
- Creating and sending advice notes and self bills
- Monitoring the Admin email account and distributing emails to the correct person
- Taking the post to the Post Office as required
- Various filing duties, both hard copies and digital storage
- Conversing at all levels of the company in order to expedite all daily issues and action points and keep the Finance team informed of any relevant information
- Any other reasonable requests association in order to meet the needs of the finance team and the business as a whole

EXPERIENCE

Essential:

- Track record of being organised and thorough in approach to tasks
- Experience of being able to interpret financial information
- Ability to work using own initiative with minimal supervision
- Able to manage a heavy workload and prioritise

Desirable:

- Educated to KS5 / A level standard

SKILLS

- IT literate with good Microsoft Office skills
- Excellent communication skills both written and face to face
- Articulate with a good standard of written and spoken English
- Strong analytical and problem-solving skills
- Excellent organisational skills

PERSONAL ATTRIBUTES

- Close attention to detail
- Comfortable taking responsibility and ownership
- Enthusiastic with a positive attitude
- Strong team player
- Pragmatic
- Personable
- Flexible
- Discretion and trustworthiness, dealing with confidential information
- Good organisations skills and the ability to multitask