

# Credit Control & Accounts Office Administrator

An excellent opportunity to join a progressive Company

CAM Fork Lift Trucks Limited, appointed TCM dealer for the South & West Yorkshire Region is looking to recruit an experienced Credit Control/Accounts Office Administrator to work alongside our Senior Accounts Assistant. This is a varied role within a friendly and supportive business.



## TO APPLY:

Please email [joy@camforklifts.co.uk](mailto:joy@camforklifts.co.uk) with your CV and a covering letter.

## Core Duties

- Credit Control
- Answering and fielding incoming telephone calls on a rota basis.
- Producing and maintaining various reports
- General office duties
- Providing a level of holiday & absence cover for the Senior Accounts Assistant

**Salary Package:** Competitive dependent on experience

**Hours:** Part-time - Hours negotiable

**Holidays:** Commencing at 30 days (pro rata) including statutory holidays

**Based:** Sheffield, S9 2PF

## Personal Requirements:

- Related experience in both accounts and credit control
- Knowledge of Sage Line 50 or similar accounting software
- A level of proficiency in Microsoft Excel
- A friendly yet professional telephone manner
- A can-do attitude

## Our Values

- Versatile
- Inspirational
- Solutions-Driven

