

### **Accounts Administrator – Job description**

Provita Eurotech Ltd are seeking to recruit an Accounts Administrator to join our team based in Ballygawley, Co Tyrone.

#### **GENERAL DUTIES**

- Managing all aspects of the reception area including answering calls and be front of house for visitors
- Sales Invoices and Credit Note Processing
- Sales Statements processing and Reconciliations
- Purchase Invoice Processing
- Goods In Processing
- Purchase Ledger Reconciliations
- EC Sales/Intrastat
- Assisting with general administrative duties as and when required.

#### **REQUIRED SKILLS:**

- 5 GCSE's including English and Mathematics
- At least 1 years' experience in an accounts/administrative role within a busy office environment
- Working knowledge of Microsoft Office applications including Microsoft Outlook for email, Word and Excel
- Excellent verbal and written communication skills
- Strong organisational skills

#### **DESIRABLE:**

- Experience within a Manufacturing Company
- Experience working with Sage Accounts Software – Sage 200 preferred

#### **Other information:**

- Office hours – Mon-Thurs 8.30am – 5.30pm, Fri 8.30am-3pm.
- Based in the Ballygawley Office