



ABOUT US

CONTACT US

APPLY FOR THIS JOB



PROCUREMENT ADMINISTRATOR – GENERAL ACCOUNTS FUNCTIONS Sapcote Engineering Ltd, Leicester

An excellent opportunity has arisen for a Procurement Administrator to join us. You will be part of a small team working for a leading manufacturer of conveyors, platforms, automated systems and robotic solutions. The principle job activity is carrying out office administration duties, however the work is varied. Working closely with the finance and procurement managers, the successful candidate will be able to work off their own initiative to support the company's accounting and procurement functions. A full breakdown of duties can be found below.

ADMINISTRATION DUTIES

- Responsible for procurement, i.e. purchasing of stock and ad-hoc goods
- Responsible for office administration including training records, answering the phone, greeting customers, organising hotels, travel & expenses
- Job card processing and other general office administration duties
- Order progress chasing
- Delivery notes receipting

FINANCE DUTIES

- Supplier invoice processing
- Statement reconciliation
- Sales invoices processing and ledger updating
- Credit card allocation analysis input – reconciliation
- Credit control
- Any other ad-hoc duties that maybe required
- Must have Sage 50 experience – general MS Excel experience

REMUNERATION PACKAGE

Competitive Salary

IF YOU WISH TO BE CONSIDERED FOR THIS ROLE, PLEASE SEND YOUR CV TO:

ENQUIRIES@SAPCOTE-ENGINEERING.CO.UK

Join The SEL Team

As a result of continuous growth, we are currently seeking talented candidates to join our fast-growing team based in our offices and manufacturing facility in Broughton Astley, Leicestershire.

Our employees are our biggest asset. We believe in rewarding our employees well and offer a comprehensive benefits package which is continuously reviewed:

- Competitive Salaries
- 39 Hour Working Week, 12:30pm finish on Fridays
- 25 days Paid Annual Leave plus 8 Days Paid Public Holidays
- Holiday Bonus Days Accrued Based On Years Served
- Pension Contributions
- Training and Personal Development / Management Development
- Complementary Corporate Work Wear & PPE
- Convenient Location and Free Car Parking