

Accounts & Admin Assistant

Our Admin Team provide invaluable support to the rest of the business. We are looking to grow this team and require an additional Accounts & Admin Assistant to process sales orders and help with the credit control function.

Frontline is a friendly, productive and very successful business. We operate a hybrid model of working, and when you are in the office, you can make use of our breakout room with pool table and games console. If you prefer something more relaxing, there is always our high-end massage chair. The role is full time but there can be some flexibility around hours.

Principle Responsibilities:

- Processing of sales orders accurately
- Invoicing customers
- Processing bank receipts
- Assisting with Credit Control
- Providing support to sales team
- Dealing with Customer queries promptly
- Welcoming visitors and dealing with phone calls politely and efficiently
- Providing refreshments and ordering buffets for visitors
- Organising travel arrangements and booking hotels for staff and visitors
- Arranging deliveries and collections of goods

Person Requirements:

- Demonstrate excellent attention to detail
- Polite and professional
- Organised and efficient
- Adaptable and flexible
- Prior experience of working in an IT company and/or using SAP an advantage

Benefits:

- Company enrolled benefits package
- Employee Assistance Programme
- 22 standard days annual leave plus UK bank holidays
- 1 additional annual leave day on your birthday
- 2 additional annual leave days entitlement at Christmas
- Pension Scheme after 3 months of service
- Pool Table, Massage Facilities and Next-Gen console on-site
- Company laptop
- Employee of the Month bonus scheme of £500 if you are successful
- Employee referral fee of £1,000 if successful