

## Operations and Accounts Assistant

### Overview

Detectronic MEICA Ltd is a multi-disciplined division of the Detectronic Group dedicated to providing engineering solutions across a diverse range of industry sectors. Based in Witney, Oxfordshire, it specializes primarily in mechanical and electrical contracting, installation, testing and maintenance for the water, process and nuclear industries. We are recruiting for an Operations and Accounts Assistant who will work closely with the Technical Director and the Accounts Controller. This is an 8month contract (maternity leave) position, however there may be an opportunity to extend this period of employment on completion.

The chosen candidate will be required to work autonomously in small office environment, have a strong sense of initiative and possess strong multi-tasking and organisational skills.

### Key Responsibilities (list not exhaustive):-

- To ensure the ongoing efficiency of company projects through effective filing and organization.
- You will be required to assist with general accounting tasks such as the creation of quotations, projects, purchase orders and sale acknowledgements, therefore knowledge of SAGE is required
- Management of the sales reporting document.
- Liaison with the accounts controller in relation to payments and invoicing.
- Liaison with site crew in relation to time sheets and vehicle documentation.
- Ensuring all staff training is up to date not allowing training to lapse by booking ahead.
- Collation of a monthly sales report for distribution to company directors.
- Ordering of stationery and stock checking
- Booking of meeting rooms and catering when necessary
- Dealing with suppliers and ordering materials
- To work with the QESH (Quality, Environment and Health and Safety) office to:
  - Ensure Calibrations, PAT Tests, Vehicle services / MOT's are up to date
  - Ensure quality, environmental and health and safety documentation is up to date and meeting accreditation standards

### Necessary Skills:

- A minimum of 3 years' experience in a relevant administration role
- You must have knowledge of Word, Outlook and Excel and be extremely confident in the use of them.
- You must have knowledge of Sage
- You must be highly organised with excellent attention to detail and willing to introduce new ideas to the business, developing your own role and helping the business to flourish
- Must have excellent telephone manner, good interpersonal skills and ability to interact with staff at all levels within the business.
- You will be expected to carry out tasks without guidance once trained. You will be required to work on your own initiative.
- A clean driving licence would be advantageous, but not a necessity.

### Desirable Skills:

- Previous experience in a similar role in the electrical / industrial industries, but not an necessity.

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### **Training:-**

Full training of the business background and our products and services will be given, enabling the day to day tasks of the job to be more clearly understood.

### **Hours and days of work, holidays and pay day:-**

We would be looking for the ideal candidate to start mid-September.

- 20-25 hours per week. 4/5 hour days; Monday to Friday. These hours may be negotiable.
- Holidays will be 28 days per annum including bank holidays and run from January to December, increasing to 33 days after 5 full years service. (pro – rata if part time).
- Salary will exceed the national minimum wage and will be dependent on experience.
- Generous company-contributory pension scheme after three months service

Please note that ALL new employees are subject to a DBS (Disclosure and Barring Service) check on acceptance of a position with Detectronic MEICA Ltd.

**Position to start immediately.**