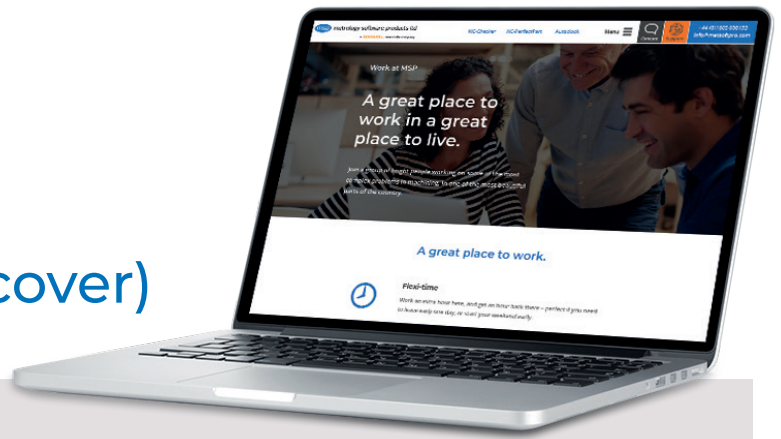


Career opportunity

Business Support Assistant (Maternity cover)



Details



Based in Alnwick,
Northumberland



£9 per hour,
up to 24 hours per week.



Part Time,
9 months maternity cover



Commencing
July 2019

About MSP

We're the people whose software gets F1 teams to the front of the grid and fighter jets into the air – thanks to parts being manufactured perfectly, every time.

From our base in rural Alnwick, in partnership with our associate global company Renishaw PLC, we're creating the next generation of precision-measurement technology for some of the biggest, global names in manufacturing.

We're building a world-wide reputation for the quality of our metrology products, and have ambitious plans for growth. We're currently in expansion mode, and are looking for a number of highly-motivated and enthusiastic people to join our team.

About the role

We're looking for an enthusiastic individual with excellent interpersonal skills, to work as part of our small team based in Alnwick, Northumberland.

You will provide comprehensive administrative support to the accounts department and sales / admin functions of the business, reporting to the Director of Finance you may also support other senior members of the team as required.

Your role will be primarily accounts administration including; inputting of invoices, reconciling supplier & customer accounts, supporting business facilities and liaising with departments to resolve queries.

If this interests you, please read on.



a RENISHAW associate company

+44 (0)1665 608193

www.metsoftpro.com

Business Support Assistant

Essential skills, qualifications and experience

You will have experience of working in a relevant role and possess excellent organisational skills with the ability to prioritise your own workload and work to deadlines. You will have a good work ethic and fine attention to detail.

We are also looking for:

- Excellent written and oral communication skills
- Excellent ability and understanding of Microsoft Office / Libre Office programmes
- 5 GCSE's grade A – C including Maths and English

Desirable skills and experience

We'd be interested if you also bring:

- Experience working within an accountancy department / company



Join us.

If you're interested in joining MSP, email us now at careers@metsoftpro.com