

Sales Ledger Coordinator

Sheffield

An exciting new opportunity has arisen for a Sales Ledger Coordinator to join the Finance department in their Sheffield Head Office.

The successful candidate will be responsible for raising and sending sales invoices to customers. This may include special customer requirements such as including purchase orders and collating back up information.

Main Accountabilities

- Producing Sales Invoices
- Allocating and resolving queries
- General Administration

Key Skills

- **IT Skills** – You will have a good grasp of Microsoft Office packages particularly Word and Excel and you will be able to work with databases.
- **Customer Focus** – You will aim to build effective relationships with internal and external customers, gaining their trust and respect through meeting and exceeding their expectations.
- **Detail Conscious** – able to deliver accurate work with all the “Ts” crossed and the “Is” dotted.
- **Administration** – You will organise files, both paper and electronic, in a clear systematic way that is easy to understand and use.