

Office Administrator – Liverpool

At S Norton & Co Ltd we are proud to be one of the country's leading metal recycling companies. Our ethical and innovative approach has secured us two Queen's awards for industry and enterprise in addition to accredited industry quality and environmental standards.

We offer a great place to work, an attractive pay and benefits package and know that attracting and retaining high calibre individuals enables us to remain at the forefront of the UK metal recycling industry.

As an Office Administrator you will be based at Head Office in Liverpool. The role will be varied and whilst you will have designated day to day responsibilities, flexibility within the team is required to ensure that all roles within the Office Services Department are completed.

Key responsibilities will include:-

- Sales and Purchase Ledger
- Coding/checking and raising of invoices
- Reconciliation of supplier statements
- Preparation of supplier reports and financial statements
- Assisting in year-end accounting preparation
- Involvement with all aspects of the company's shipping processes
- Preparing and issuing contracts and invoices
- Negotiation with container companies
- Process Bills of Lading and reconciling payments received

The successful applicant will have demonstrable experience within a comparable role, incorporating knowledge and experience of accounting and shipping/exporting activities.

In return for a highly competitive salary, candidates will be expected to show drive and initiative, and to take a pro-active and enthusiastic approach to their work.

You will possess excellent communication, time management and organisation skills and be fully conversant with all Microsoft office packages. Essential requirements for this role are:-

- NVQ Level 3 or above in Business Administration or Logistics (incorporating shipping)
- GCSE grade A to C in Maths and English
- A good understanding of diversity and customer relations, including knowledge of data protection

An application pack consisting of the job description/person specification and application form is available from the HR department at S Norton & Co Ltd, Bankfield House, Regent Road, Liverpool L20 8RQ or by sending an E-mail request to lorraine.allen@s-norton.com