

Beijer Ref UK & Ireland

Credit Control Administrator

Morley, Leeds

Would you like to join a forward thinking company that invests in people and their development?

Beijer Ref UK & Ireland is a leading group of refrigeration and air conditioning wholesalers with 47 branch outlets and utilises two distribution centres for centralised stocks. There are 4 wholesalers within the group; Dean & Wood Ltd, HRP Ltd, RW Refrigeration Wholesale Ltd and DWG Refrigeration Wholesale Ltd (Ireland). Also within the group is our MHI (Mitsubishi Heavy Industries) air conditioning business, Beijer Ref Refrigerants and Beijer Ref Academy.

We are recruiting for a Credit Control Administrator at our Refrigeration Distribution Centre in Morley, Leeds.

As Credit Control Administrator you will provide administrative support to the Accounts Supervisor.

As Credit Control Administrator your duties will be to:

- Produce reports for the Accounts Supervisor and other team members
- Carry out credit checks on potential new customers and existing customers
- Check credit notes and reconcile to respective customer accounts before posting to SAP
- Help resolve queries raised by customers, branch personnel and other departments
- Obtain copies of invoices
- Review / dispatch overdue letters to customers
- Provide assistance to the Accountant in month and year end processes
- Assist the statutory audit process
- Provide telephone cover for credit control
- Provide administrative support to Assistant Accountants

An ideal Credit Control Administrator will hold the following skills and experiences:

- Experience:
 - Previous experience of working in a similar role would be advantageous
- Technical skills:
 - Good knowledge of Microsoft systems including Excel, Word and Outlook.
 - Good knowledge of SAP or similar accounting systems.
- Personal Skills.
 - Attention to detail and ability to work accurately to tight deadlines
 - Good communication skills
 - Ability to organise and prioritise own workload
 - Team orientated

Please apply, attaching your current CV to:

recruitment@beijerref.co.uk

Tel. 01372 389221

Applications: recruitment@beijerref.co.uk - 01372 389221