

## **Office & Accounts Assistant**

### **Overview:**

We are a modern and dynamic Cloud Services Provider based in central Brighton. This position offers a fantastic opportunity to join our growing Brighton team and be part of our forward thinking and exciting working environment.

We specialise in providing high quality Hosted VoIP and Cloud Backup solutions to businesses of all sizes, all delivered over our own super fast Internet connections.

We are looking for an enthusiastic and resourceful administrator to join our busy Brighton team. That's where you come in...

### **Job Description:**

There's not much your job won't cover and no two days will ever be the same. It is an extremely varied role which would suit a quick learner who is adaptable, hard working and would aspire to become a brilliantly talented new addition to our close knit team!

### **You will:**

- Work in a small team, reporting to the Operations Manager
- Be responsible for the company ledgers and reconciliation on Xero and assist with VAT returns
- Oversee credit control and new customer onboarding process
- Deal with all customer account queries
- Invoice hardware/software sales and additional one off services
- Audit suppliers bills and present to Operations Manager
- Be responsible for the procurement process of hardware & software for external and internal requirements
- Manage stock and returns
- Manage couriers and the shipping process
- Be responsible for the day to day running of the office

### **You are:**

- A very natural, warm and professional communicator who is confident, organised and has a keen eye for detail
- A master of multitasking whilst remaining calm to achieve set deadlines

### **You have:**

- Minimum 2 years experience in a similar role
- Accounting software experience (Xero preferable)
- Experience in Microsoft Excel
- Senior administrative and/or office management experience
- Previous experience or an interest in technology, connectivity and telephony industries
- A minimum of (3) A-Levels or equivalent

### **What we will offer you:**

- Competitive salary
- Continual professional development and the chance to thrive within our ever growing business
- 22 days annual paid holiday
- Company cycle to work scheme
- Workplace pension scheme
- Buzzing central Brighton working space complete with Bonzini babyfootball table & relaxing break-out area
- xoomtalk team events