

A successful CBD Products company is looking to recruit an administrator/bookkeeper to join their team.

The role requires the successful candidate to provide administration and book keeping support.

This job will be varied and will include:

- Recording invoices
- Recording Purchases
- Credit Control
- Debtors Control
- General office duties including answering phones, ordering stationary
- Payroll
- Wholesale Queries

Requirements:

- Strong Administration skills (Minimum of 2 years' experience)
- Strong experience using Word, Excel and Powerpoint
- Good attention to detail, ability to prioritise and have strong problem solving skills
- Willingness and flexibility to work as part of a team
- Fluent English both verbal and written
- Min 2-3 years Bookkeeping experience is required
- Previous Administration experience is required
- Candidates must be able to work on their own initiative

The ideal candidate:

- Salary based on experience
- Min 2-3 years Bookkeeping experience is required
- Previous Administration experience is required
- Candidates must be able to work on their own initiative
- 25 Hours: Monday-Friday 9am-5pm (Shifts are negotiable)
- Parking is free.
- Part Time Position.

Please send your CV to jwdunne1@gmail.com