



Administration Assistant

Looking for a full-time office administrator to join our growing business in Whitecairns, Aberdeen. The chosen candidate will be assisting with all office duties, with a focus on supporting the finance department and managing director. This is an exciting time to be joining our business as we are getting busier and growing as a company. The key purpose of the role is to deal with inputting data, raising invoices, processing and dispatching customer documents.

The Perfect candidate should have the following

- Good IT skills
- Xero accounting experience would be beneficial
- Be friendly and confident with a positive attitude
- Excellent verbal and written communication and interpersonal skills
- The ability to work to deadlines whilst maintaining accuracy
- Must be calm under pressure
- Be a team player
- Experience is essential but full training will be provided.

Further Information:

Working Hours: Monday to Thursday - 8.00am to 4.30pm, Friday -8.00am to 2.30pm

Company pension

Private medical

Basic salary starting £25,000 depending on experience.