

Job title	Service Accounts Administrator
Reports to	Service Accounts Manager

Job purpose

To work alongside the existing Service Accounts Administrators with the day to day costing and invoicing of the Service Department customer base. Assume responsibility for 1 of 3 regions, and support other Administrators in their regions in times of absence and excess workload.

Duties and responsibilities

- Assist with invoicing of jobs, ensuring accuracy
- Contacting engineers to resolve job completion queries and ensure accurate invoicing
- Review invoices where required
- Check purchase orders where required
- Provide supporting information for engineer time sheets using a combination of CASH job completion information and vehicle tracker information
- Assist with any other admin duties and tasks that may be required

Skills and Experience

- Experienced excel user
- Great attention to detail
- Excellent proof reading skills
- Able to problem solve
- Create daily and weekly reports

Direct reports

No Direct Reports