

Mediterranean Shipping Company (UK) Ltd

JOB OPPORTUNITY

Position:	PURCHASE LEDGER CLERK (FULL TIME)
Department:	COST CONTROL
Reporting To:	ASSISTANT MANAGER OF COST CONTROL
Location:	IPSWICH
Date Posted:	30th June 2008
Closing Date for Applications:	4th July 2008

Brief Overview of Role

To maintain Purchase Ledger supplier accounts.

Key objectives for this Role

- Administer Clerical tasks and procedures accurately and efficiently.
- Contribute to a positive work climate through a flexible attitude to work and support for colleagues and other team members.
- Improve customer satisfaction through the delivery of excellent customer service

Key Tasks & Responsibilities

- Ensure invoices are posted to the ledger on a regular basis.
- Identify supplier invoices still to be passed, by preparing a report and circulating to appropriate individuals.
- Ensure supplier statements are reviewed/reconciled on a regular basis
- Ensure supplier payments are made within terms and all queries dealt with promptly.

Skills Required for this role

To be able to communicate with Suppliers and Internal departments in a friendly and efficient manner.
Must be able to work within a team environment and to work well under pressure.

Level of Experience Required for this Role

A minimum of three years' experience in a Purchase Ledger role is required.

A good working knowledge of Excel.