



**Job title:** Book Keeper / Telecoms Customer Service and Office Administrator .  
(Whitstable Office)

**Salary:** Negotiable Subject to experience

**Job Purpose:** To seamlessly assist the with day to day administration in our busy and diverse office handling all administrative requirements for our telecoms business as well as handling the billing, credit control, and finance functions for the entire business whilst offering secretarial and administrative support to the management team. The role will also be responsible for working with our IT contractor's on developing a new CRM system for the business.

**Key Responsibilities and accountabilities:**

1. Responsibility of all book keeping and company record keeping functions
2. Preparing company payroll and VAT returns
3. Other finance related work preparing accounts and budgets
4. Bank reconciliation using SAGE line 50
5. Being first line support for all Telecoms related enquires (Training given)
6. Setup and work with our IT contractors on a new CRM system for the company.
7. Diary Management, for staff and resources
8. The raising of sales invoices and processing of invoices received.
9. Assisting with the schedules of contractors and staff
10. Taking payments via credit / debit card
11. Relaying Amelix Telecom support enquires and feeding back to the client
12. Procurement of goods and services
13. Assisting with events and promotions projects when needed
14. Preparing content for roadshow tours when needed
15. Working with our contractors in smooth running of the business
16. Taking notes at meetings
17. Other administrative and office based tasks when requested

**Benefits:**

- Excellent career opportunities
- 22 days annual leave
- Investment in training on Telecoms services / finance

**Qualifications/Experience required:**

The ideal candidate will be well presented and must have excellent oral and written communication skills as well as having the ability to be able to get stuck into a wide range of tasks simultaneously. You must have advanced MS Office skills and a fast and accurate typing speed. A working knowledge of SAGE line 50 is essential for this role.

The right candidate will have worked in a small business environment in a book keeping capacity.

**Skills required:**

- Superb organisational skills
- Smart appearance
- Excellent telephone manner
- Patient & friendly attitude
- Excellent inter-personal skills
- Ability to work on own initiative
- Ability to analyse and solve problems
- Excellent time management skills
- A willingness to learn
- A detailed knowledge of Microsoft Office and Sage Line 50 with Payroll
- Experience of using CRM systems would be a great advantage

**Driving licence:** Preferred but not essential

**Hours:** Flexible and open to negotiation 9am-5.30pm Monday to Friday.

To apply for this position please send your CV with a covering letter, quoting the reference where you saw the job advertised.

CVs should be e-mailed to: [recruitment@amelix.co.uk](mailto:recruitment@amelix.co.uk) or posted to:

Amelix Recruitment  
67 John Wilson Business Park  
Whitstable  
Kent  
CT5 3QT

Confidential Fax: 08700 63 20 50

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