



## **Sales Ledger Administrator Maternity Cover (6 Months +)**

Williams Refrigeration is part of the AFE Group and is one of the world's leading manufacturers and suppliers of award winning commercial refrigeration solutions for the global foodservice and bakery industries. Our highly diverse product range includes gastronomic cabinets and counters, prep stations, blast chillers & freezers, bottle coolers, display cabinets and modular cold rooms.

We are now looking for a highly organised and deadline driven individual with experience from a similar role to join us as a Sales Ledger Administrator. Based in King's Lynn, this role is to cover maternity leave for approximately 6 months.

Duties include manual preparation of invoices, dealing with telephone queries, sending out monthly statements. It will also be your responsibility to update the cash sales book, process daily car net transactions, posting and allocating cash onto our UNITY system on a daily basis and reconciliation of vat reports.

In order to apply for this role it is essential you are able to demonstrate working experience from a similar role. We would love to hear from candidates that are real team players, boasting outstanding attention to detail. Being able to hit deadlines is another pre-requisite for this varied and challenging role.

If you are interested in applying for this role please contact Jenny Wilks on either 01553 817037 or e-mail [jwilks@williams-refrigeration.co.uk](mailto:jwilks@williams-refrigeration.co.uk) for an application form.

Closing date for applications Friday 12<sup>th</sup> February 2010