

SENIOR ACCOUNTS ASSISTANT (Sage 50 or Sage 200)

Due to unprecedented growth, we currently have a vacancy for a Senior Accounts Assistant to join our Accounts Support Desk. The ideal candidate will have experience of using Sage 50 or Sage 200 accounting together with excellent customer service. The successful candidate will be self-motivated, highly organised individual who is able to work in a team or on their own.

Responsible for:

- Resolving support issues and answering queries raised by clients via phone and email
- Ensuring clients are regularly updated on progress of resolution of issues raised
- Managing Support and Service Contract renewals
- Maintaining internal systems.
- Deliver exceptional customer service using excellent communication and interpersonal skills

Technical Skills

- Knowledge of common desktop applications such as Office (word and excel)
- Processing and maintaining, payroll, sales ledger invoicing, credit control, purchase ledger experiences an advantage

Other Skills

- Ability to Multitask
- Strong problem-solving skills
- Time Management
- Sage 50 and or Sage 200 experience

Salary negotiable depending on qualifications and experience

To apply for this role, please send your CV to jobs@alphalogix.co.uk