
Part- time Sales Invoice clerk/ Maintenance Co-ordinator.

Cambridge Based

Role Description

The role of Maintenance sales invoice clerk and CAFM Co-ordinator will work within the Maintenance team. They will be responsible for the preparation and issuing of maintenance sales invoices, in addition assisting in keeping the companies CAFM system updated where required.

The successful candidate will be an enthusiastic and well organised individual with exceptional attention to detail along with a willingness to personally develop within a team in this supporting function. The key responsibilities will include:

- Preparation of sales invoices.
- Administering and updating of the Maintenance CAFM system (training provided)
- Providing support in administering engineers time sheets.
- Loading of purchase invoices onto accounts system.
- Other undefined support requirements appropriate to the skillsets of the individual.

Specific Responsibilities

- Preparation of sales invoices
- Manage and update the maintenance CAFM system and database.
- Administer the maintenance teams aged debtors and credit control activities.
- Supporting and administrating Sub-contract maintenance visits and collating service reports.
- Effectively use standard IT packages to a high degree of competency along with bespoke company systems to deliver on objectives. Must be proficient in Word, Excel and PowerPoint.
- Is responsible for effectively managing and prioritising own workload and have the ability to respond appropriately to unplanned requests for support, advice and guidance, establishing priorities that ensure objectives are met.
- Is flexible and works with the maintenance team to support delivery of other initiatives.
- To gather information from a range of sources, analyse information and identify problems and issues, make effective decisions to take appropriate timely actions. Identifying when escalation is necessary and informing appropriate manager.
- Works well in a dynamic environment.
- Strong communication, literacy and writing skills.
- Happy to challenge the norm and look for innovative ways of working.

This is an excellent opportunity to join a fast-paced and very established Building Services contractor. Please return the application form on our website under the careers section, enclosing your CV and send

via email to recruitment@munroservices.co.uk

<http://www.munrobuildingservices.co.uk/careers/vacancies.php>