



Lambert
Automation Systems

Lambert
Precision Components

Lambert
Equipment Engineering

THE POSITION

POSITION:
Purchase Ledger
Administrator

Reporting to the Financial Controller, your role will be to control the recording of supplier invoices into the Purchase Ledger and Job Contract Ledger. To ensure effective, efficient and accurate financial and administrative operations in relation to suppliers

DEPARTMENT:
Finance &
Administration

RESPONSIBILITIES

TYPE:
Full Time

- Maintain Purchase Ledger Database
- Record all job-related costs onto the job costing ledger
- Check and reconcile all invoices against orders
- Scan all documents onto database
- Operate telephone switchboard and tannoy system
- Support other processes within the finance team

LOCATION:
Lambert
Station Estate
Tadcaster
North Yorkshire
LS24 9SG
United Kingdom

DESIRED SKILLS & EXPERIENCE

- Experience in managing a computerised purchase ledger system within a high volume environment
- Experience in carrying out reconciliations
- 5S change experience is desirable
- Good customer service, organisational and administrative skills
- Strong data input experience
- Excellent communication and interpersonal skills
- The ability to work without supervision
- Experience of using bespoke databases is an advantage

THE PERSON

We are looking for someone who is a team player and can support colleagues in line with business needs.

You will also have proficient computer skills and can adapt to changing priorities.

You will be able to demonstrate your strong customer service skills, both internal and external, be flexible and incorporate Lambert standards in everything you do.

If you would like further information or details of the full job description please contact HR. If you wish to apply please forward a copy of your CV together with a covering letter to hr@lamberteng.com no later than **Friday 26th May**.

Please ensure that your current line manager is aware of your application.

Lambert, Station Estate,
Tadcaster, North Yorkshire
LS24 9SG United Kingdom

Tel:
+44 [0]1937 832 921

Fax:
+44 (0)1937 835 604

Email:
info@lamberteng.com

www.
lamberteng.com