 **B&M Waste Services**

Role Profile: Credit Administrator

**Location: Bromborough**

**Working hours:** Monday to Friday; 08:30 – 17:00

**About**

B&M Waste Services is a customer-centric, forward thinking waste and recycling solutions provider with depots located on the Wirral, in Manchester, Preston, Leeds and most recently, Birmingham. Our award winning, family run business is seeking talented, hardworking and ambitious people to help us further grow our business. We are an Equal Opportunities employer and go above and beyond to ensure our staff are some of the happiest in our industry.

**The Role**

Reporting into the Head of Transactional Services, the role of our Credit Administrator is to support our credit control team by completing a variety of administration tasks including allocating cash, raising credit notes/invoices, managing our various mailboxes and reconciling the bank statement.

**Responsibilities:**

* Accurately allocating all customer receipts as per the customer’s remittance advice.
* Ensuring any receipts that do not have an accompanying remittance are followed up with customers to avoid unallocated cash.
* Support CC’s sending copy invoices
* Maintain the unallocated cash value below the targeted value.
* Raising credit notes/invoices as per the agreed process.
* Managing the mailboxes that include remittances and various other customer requests.
* Work alongside the credit control team to ensure that any administration tasks are maintained in a timely manner.
* Reconcile the bank statement versus the receipts allocated in Sage 200.

**The Ideal Candidate**

The ideal candidate will be an organised and methodical individual who has completed a similar role for a period of more than 12 months. You must be able to demonstrate your knowledge of Sage 200 (or other Sage products) as the role is almost completely transacted in Sage.

You will have a positive attitude and customer service must always be at the forefront of what you do.

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| **Qualifications**  **Essential:**  **Desirable:**  AAT | **Experience**  **Essential:**  2 years sales ledger experience.  **Desirable:**  Customer service experience. |
| **Skills**  **Essential:**  High level of written and oral communication.  Conflict resolution.  Excellent customer service.  **Desirable:** | **Knowledge**  **Essential:**  SAGE 200  **Desirable:**  SAGE CRM  AMCS  Credit Hound |

**Company Info**

* The Health, Safety and Wellbeing of our employees is very important to us.
* It is your responsibility to take reasonable care of your own and other people’s Health and Safety and must cooperate with us on Health and Safety matters.
* You will represent the company in a professional capacity at all times.