

<b>Name:</b>	[insert candidate name]	<b>Reports to:</b>	Head of Finance
<b>Position Title:</b>	Admin Assistant	<b>Business Unit</b>	CAD
<b>Location:</b>	Leicester, UK	<b>Position Type:</b>	Maternity Leave Temp Contract

## About Us

Charles Alexander Distribution / Everything Branded is one the fastest growing promotional product distributors in the country. Our staff and management team have nearly a decade of experience in the world-wide promotional products industry.

Our company core values include passion, listening and respect. These all come together to create the most important thing in our industry – customer service. Our experienced sales staff will guide you through the order process, from initial contact, through delivery, and on to after-order care.

We are proud of our customer re-order rate, and our brands drive for excellent customer service has meant our client and customer base has continually expanded and will continue to do so.

## What we stand for

Charles Alexander Distribution and the Everything Branded brands are also proud members of the BPMA. As members, we have been vetted to be a professional promotional gift supplier and we have access to nearly a million promotional products. We are proud of the range of products we have online, but if you can't find what you're looking for, we'll be able to source it from our varied contacts around the world.

We are also pleased to have five-star reviews on Trust Pilot.

## Our Values:

<b>Passion</b>	We love promotional products. It's an industry that we believe can do a lot of good to organizations and charities of any size. We are always looking to work with likeminded people who are passionate about this industry.
<b>Respect</b>	Respecting the customers and respecting each other is one of the most important parts of life – not just at EverythingBranded.com. Treating colleagues, customers and suppliers with respect is the key to building lasting relationships.
<b>Listening</b>	Listening is a crucial part of good service. Not any one order is going to be the same so it's important that our staff know the importance of listening to the customer all the way through the order. Listening is also the main part of good teamwork. A team that listens to each other is a team that works well together.

## GENERAL FUNCTION

The role of the Admin Assistant for Maternity Leave Temp Contract is to work within a team and take instruction from the Head of Finance to ensure the smooth running of the accounts team. The main role consists of data entry, updating customer payments, reconciliation, working the Purchase Ledger inbox and ad hoc duties as required.

Main working hours are 0900-1730 Monday – Friday

## DUTIES/RESPONSIBILITIES

- Date Entry
- Ensure high level of accuracy of input and coding
- Liaise with suppliers and sales reps
- Working the main Purchase Ledger inbox
- Processing invoices
- Reconciliation of customer payments and VAT certificates
- Generating remittances
- Work towards targets
- Maintaining strong relationships with suppliers
- Processing customer payments

## SKILLS

- Organization
- Attention to detail
- Passion for excellent service
- Integrity
- Liaising with other workers
- Communicating effectively in both verbal and written format
- Good interpersonal skills
- Familiarity with computer systems and complex databases
- Good numeracy skills
- Confidence and the capability to place pressure considerably on individuals and companies who owe money
- Proficient in Microsoft Office and Sage

### UK OFFICE

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### USA OFFICE

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[WWW.EVERYTHINGBRANDED.COM](http://WWW.EVERYTHINGBRANDED.COM)

### MAGNITUDE

- As the business grows and expands into other territories, the Credit Controller may have the opportunity to support this growth in various capacities

<b>Company/Group/Unit Sales:</b>	N/A
<b>Controllable Budget (including payroll):</b>	N/A
<b>Other Significant Measures (please explain):</b>	N/A

### OTHER ESSENTIAL JOB FUNCTIONS

- N/A

<b>Working Relationships:</b>	<b>Key Internal Relationships:</b> All employees, all business units
	<b>Key External Relationships:</b> Customers

The Company reserves the right to revise or change the attached job duties based on business needs. Management will notify employees of all revisions and changes made to job descriptions as soon as possible. An employee is also expected to perform other reasonably relation job responsibilities as required and assigned my management. Management also reserves the right to modify job descriptions, responsibilities and work schedules to accommodate individuals with disabilities.

I have read and understand the duties, requirements and expectations of this position.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Manager's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date