



ACCOUNTS / ADMIN ASSISTANT

We are looking someone with extensive experience in an accounts/administration role to assist the Financial Director with the day to day running of the accounts department.

Ultra Sport is a family owned company dealing with the import and distribution of specialist sports equipment primarily to the UK. The working environment is very lively and busy but also very friendly and enjoyable.

The role of Accounts Co-ordinator will be very broad based and will cover functions such as credit control, stock costing, sales/purchase ordering, liason with Brand Managers and much, much more.

You will need to be hard working, committed and able to work within a small, friendly office based team here at Castle Donington, UK. Your Excel skills must be strong as the role will involve a lot of spreadsheet work. Communication with people at all levels is a crucial part of the role.

A knowledge of Amazon Vendor Central and EDI processes would be a distinct advantage.

Is this you? Please send your CV detailing your current or last salary details.
Gordon Way - gordon@ultrasporteu.com

No agencies please.

Job Description

- Credit Control
- Inputting Sales & Purchase Orders
- Stock Pricing and Price lists (Excel skill imperative)
- Adhoc spreadsheet work
- Experience with Amazon Vendor Central an advantage
- Knowledge of EDI across all processes an advantage
- An understanding of one or more of our sports an advantage but certainly not essential