



technology simplified

Business Support Administrator

Clearwave Enterprise Solutions – York YO30 4RB

Are you looking for an exciting opportunity to work in an established, forward thinking technology based company? We are currently looking for a Business Support Administrator to join our fast-paced team. This role is designed for someone who is looking to further their career within a business environment, and looking for career progression.

As a Business Support Administrator you will be keeping all financial records up to date including processing invoices, credit control and monthly reporting. You will also be responsible for sourcing products, placing orders, checking orders, dealing with suppliers, finding new suppliers, cost saving and negotiating cheaper rates with existing suppliers. You will also organise returns and manage stock levels. As a Business Support Administrator you will be answering the telephone and handling calls relating to general enquiries, suppliers and clients.

We are looking for someone who is a natural organiser, self-motivated with a clear focus and attitude towards continuous improvement, high attention to detail and excellent verbal and written communication. Previous experience working in a purchasing and finance position would be advantageous, but not essential.

Job Type: Full-time

Location: York

Salary: £16,500-£18,500 / year depending on experience

How to Apply:

If you believe that you have the skills and experience for this role and you are looking for an exciting company to join please have a look at our website www.clearwave-es.com and send your CV and a covering letter to recruitment@clearwave-es.com.