



# We're hiring.

## Office Administrator with SAGE Accounts experience

**EMPLOYER** McCarrick Construction  
**LOCATION** Central Chester-le-Street, County Durham  
**SALARY** £17,000pa  
**HOURS** 36.5 hours: Mon-Thurs 9am-5pm, Fri 9am-4pm  
**CONTRACT** 12 months maternity cover with possibility of permanent role, immediate start available  
**JOB POSTED** 2nd July 2019

### OVERVIEW

This is a fantastic full-time position for an experienced, friendly and hard-working Office Administrator to join our family-run construction company in Chester-le-Street, with an immediate start available. Initially the position is offered on a fixed 12-month contract to cover maternity leave, however this could lead to a more permanent role within the company. The company has recently celebrated its 65<sup>th</sup> birthday, and our longevity and excellent reputation is the direct result of the professionalism and commitment demonstrated by all our staff on projects both large and small across the North East. Every member of our team plays their own crucial part in our success, and the candidate we are looking for will take a similar pride in their work.

### THE ROLE

The chosen candidate will play a crucial role in the running of the company. We are looking for someone who has experience of carrying out all aspects of day-to-day office tasks and must have a good knowledge of using SAGE line 50 Accounts, this would preferably be in a construction environment but not essential. As we are an SME, all staff members have varied roles and the successful candidate will have to be more than willing to carry out other duties as dictated by business needs.

### ESSENTIAL REQUIREMENTS

- Minimum 5 years office experience
- Good knowledge of SAGE Line 50 Accounts
- Good grasp of Maths & English
- Confident and friendly telephone manner
- Competent with Microsoft Office programmes

### SAMPLE OF RESPONSIBILITIES

- Answering the telephone
- Greeting visitors
- Post in/out
- Banking/petty cash
- Posting to SAGE line 50 and producing reports
- Labour costings
- Typing of letters/quotes/invoices

### TO APPLY

Please send your CV with covering letter to Melanie Robson on email: [careers@mccarrick.co.uk](mailto:careers@mccarrick.co.uk).

No agencies please.

[www.McCarrickConstruction.co.uk](http://www.McCarrickConstruction.co.uk)

### EQUALITY & DIVERSITY STATEMENT

McCarrick Construction is committed to eliminating discrimination and encouraging diversity amongst our workforce. Our aim is that our workforce will be truly representative of all sections of society and each employee feels respected and able to give of their best. The company will avoid unlawful discrimination in all aspects of employment including recruitment and selection, promotion, transfer, opportunities for training, pay and benefits, other terms of employment, discipline, and selection for redundancy and dismissal.

