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## Internal Vacancy

**Role:** Purchase Ledger Clerk Apprentice

**Location:** Nottingham

**Benefits:** Life Cover, Training, Pension

**Company – Purchase Ledger Clerk Apprentice - Materials Handling**

At Grant Handling our people are our most valuable asset, we are proud to recruit and train the very best in the forklift industry. Equipping them with the skills and knowledge necessary to ensure that, no matter what our customers' need, they can handle it. Our values are:

- Empowerment
- Integrity
- Pride
- Teamwork
- Respect
- Health and Safety

**Position – Purchase Ledger Clerk Apprentice - Materials Handling**

To provide support to the Purchase Ledger function at the Nottingham head office location, alongside completing a Business Admin apprenticeship.

**Skills and Experience – Purchase Ledger Clerk Apprentice - Materials Handling**

**Candidate Attributes:**

- Ability to liaise with personnel of all levels – good communication skills.
- Ability to work on own initiative & prioritise workload.
- Ability to work under pressure & meet deadlines.
- Flexibility.
- Conscientious.
- Team Worker.
- Excel/Word skills.

**Core Activities:**

- Processing invoices on a daily basis – including inputting, logging & matching to purchase orders.
- Reconcile accounts ready for monthly BACS run
- Dealing with supplier queries via telephone, fax & e-mail.



- Answering 'overflow' telephone calls for Accounts Dept/Nottingham depot
- General filing.
- General administrative support for the accounts office and Ad-hoc duties as required.

**Provide Holiday / Sickness cover:**

- Posting all payments onto the Kerridge system
- Logging & distributing all accounts department post on a daily basis
- To perform any other reasonable duties that may be required from time to time within the scope of your knowledge, skills and ability

**Apprenticeship:**

- The programme focuses on knowledge, skills, and behaviours to contribute to the efficiency of an organisation, through support of functional areas
- Working across teams and resolving issues as requested
- Demonstrating strong communication skills, managing priorities and own time, problem solving skills, decision-making

**If you are interested in the above vacancy, please Apply Now!**

If you believe you have the necessary skills to fulfil this role, please send a copy of your current CV to **Yvonne McMillan, Commercial Manager** [Yvonne.McMillan@Impact-handling.com](mailto:Yvonne.McMillan@Impact-handling.com).

**Closing date: Monday 31<sup>st</sup> October 2022**