

Job title	Commercial Assistant
Reporting to	Programme Manager
location	Huthwaite
Job summary	<p>Svella Connect is a leading provider of telecoms and digital infrastructure, building and installing high-speed broadband networks to help connect businesses and residents with full-fibre internet. With depots in Warrington, Leeds and Huthwaite, Nottinghamshire, we are a leading contractor for telecoms and internet providers such as Virgin Media and Openreach – and carry out a range of projects across Yorkshire, Midlands and the North West.</p> <p>Our vision is to be the employer of choice in the industry by investing in long-term growth, introducing technology, innovation and developing efficient ways of working to ensure excellent service for our clients and their customers.</p> <p>An opportunity has arisen for a Commercial Assistant based at Huthwaite. Reporting to the Programme/Commercial Manager you will be responsible for the processing of invoices through electronic software to both supply chains and customers. Compiling and analysis of data, setting up reports and identifying trends.</p> <p>Other duties include but not limited to:</p> <p>Organisation and management of weekly invoice reconciliation through internal systems to ensure management of WIP and ensure timely reconciliations of supply chain payments</p>
Skills, qualifications and experience required	<p>The ideal candidate for this role should have the following skills:</p> <ul style="list-style-type: none"> Fully conversant with Microsoft Office packages A positive approach to work Excellent organisation skills The ability to work well under pressure Excellent communication skills Be IT literate with good presentation skills <p>For the right candidates we offer an attractive benefits package in a rapidly expanding forward thinking company. Competitive salary depending upon experience and qualifications.</p> <p>** Please Note - If you have not heard back from us within 10 days of submitting your application then please take this as you were not successful on this occasion, we will however keep your CV on file for future reference.</p>
Salary & Benefits	<p>Salary = Competitive</p> <p>Benefits = Pension 3% employee contribution/5% employer 25 days holiday plus statutory Training and ongoing development Health Care (Vitality)</p>
Applications	All applications in writing, including full CV to: recruitment@svellaconnect.com or please visit our candidate portal via our website https://www.svellaconnect.com/careers

	<p>At Svella, we are committed to creating inclusive opportunities for all our employees. We encourage applicants from all backgrounds to reflect the communities in which we operate and serve, and the customers we support. Please do let us know should you require any reasonable adjustments during any part of the application process.</p>
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