

EMR is a global leader in metal recycling employing 4500 staff across 170 locations around the world. EMR's recycling process begins with the collection of scrap metal from businesses, manufacturers, construction sites, government bodies and the general public. Our Group Finance and Accounts function based at Warrington continues to grow in line with the success of the business. EMR's dedicated Finance team co-ordinate a range of company transactions and help ensure business strategies can be achieved.

Business Administration Apprentice

This is an exciting opportunity for anyone who enjoys being challenged and engaging in a variety of tasks. This role will provide business administrative support to a busy Accounts department. This Apprenticeship is ideally suited to an individual who has a keen interest in business, finance or accountancy.

Responsibilities will include supporting the team in the following activities:

- Verify that transactions comply with financial policies and procedures
- Data enter invoices for payment including currency (GBP, USD & €)
- Dealing with queries, via e-mail and telephone
- Help to produce payruns
- Updating invoices on the system
- Prepare vendor remittances for mailing
- Reconciling statements

The Person Spec:

Previous industry experience is not essential but experience of administration in a similar fast paced, blue collar environment is advantageous. You will be IT literate, keen, hardworking with a genuine desire to develop and learn new skills.

Essential requirements:

- GCSE English and Mathematics, Grade A – C, or equivalent
- An IT qualification and/or experience of using spreadsheets and databases
- Good customer service skills
- A good understanding of the importance of confidentiality
- Accuracy and the attention to detail
- Able to meet deadlines
- Ability to work under pressure

Exceptional communication skills are required to effectively work with team members but also to assist customers and suppliers with any potential queries they may have.

Salary; £5.50 per hour

Application:

Please apply to recruitment@emrgroup.com with an up to date CV and details of your current salary. Alternatively an application form can be requested by contacting the same Email address.

Our employees have helped build the organisation into the world leading recycling company it is today.