

JOB VACANCY: ASSISTANT ADMINISTRATOR BRISTOL, FULL TIME

Sounds Commercial is a leading provider of audio-visual equipment hire services. We pride ourselves on delivering exceptional customer service and high-quality AV solutions for a wide range of events and projects. We are currently seeking a dedicated and organised Assistant Administrator to join our team.

JOB OVERVIEW:

The Assistant Administrator will assist in the smooth operation of our audio-visual hire desk while also supporting the management of our purchase and sales ledgers. This dual-function role requires a proactive individual who is detail oriented, efficient, and capable of managing multiple tasks simultaneously.

KEY RESPONSIBILITIES:

Audio-Visual Hire Desk:

- Assist in the daily operations of the audio-visual hire desk, including handling inquiries, bookings, and customer service.
- Coordinate with clients to understand their AV requirements and provide appropriate solutions.
- Maintain accurate records of equipment availability and hire transactions.
- Schedule and manage the logistics of equipment delivery and collection.
- Ensure that all hire agreements are correctly completed processed

Purchase Ledger:

- Assist the purchase ledger controller in various tasks

Sales Ledger:

- Assist the sales ledger controller in various tasks

QUALIFICATIONS AND SKILLS:

- Previous administrative experience, ideally in a similar dual-function role.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite, Sage or similar accounting software experience preferable

Salary according to experience.

HOW TO APPLY

Interested candidates are invited to submit their CV and a cover letter outlining their qualifications and experience to Sarah Ross: s.ross@soundscommercial.co.uk. Please include available working hours and salary expectations.

Sounds Commercial is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.