

As well as the vacancies listed below, we may possibly have more which are not currently listed. Please call us on 0161 708 2972 and we can discuss your individual requirements with you.

Accounts Manager	
<b>Ref No:</b>	EM232
<b>Job Sector:</b>	Community
<b>Qualifications:</b>	Recognised professional accountancy qualification ACCA, CIMA etc.
<b>Preferred experience:</b>	Background in charity accounting with minimum of 5 years relevant work experience.
<b>Key skills needed:</b>	Effective interpersonal skills, good time management skills, ability to lead and motivate a small finance team, Microsoft Office especially Excel, Sage Line 50 experience essential.
<b>Vague job description:</b>	Leading the finances and ICT functions including providing financial advice, financial reports, supervising financial and administration officers.
<b>Part time/ Full time:</b>	Full time
<b>Salary:</b>	Based on experience

Sales	
<b>Ref No:</b>	EM208
<b>Job Sector:</b>	Sales
<b>Preferred experience:</b>	Experience in printing and graphic design preferable
<b>Key skills needed:</b>	Ability to work on own initiative, good communication skills
<b>Vague job description:</b>	Mainly telesales and liaising with clients
<b>Part time/ Full time:</b>	Flexible, possibilities to work from home or employers office
<b>Salary:</b>	Commission only

Sales Administrator	
<b>Ref No:</b>	EM190
<b>Job Sector:</b>	Wholesaler
<b>Preferred experience:</b>	Experience in secretarial role, Good understanding of customer services
<b>Key skills needed:</b>	Computer literate, Organised, accuracy and attention to detail
<b>Vague job description:</b>	Take orders on telephone and follow through in processing order
<b>Part time/ Full time:</b>	Full time flexible 30 hours per week
<b>Salary:</b>	15-16k PA

Sales Assistant	
<b>Ref No:</b>	EM228
<b>Job Sector:</b>	Retail
<b>Preferred experience:</b>	None needed, training will be given
<b>Key skills needed:</b>	Polite, well mannered and patient
<b>Vague job description:</b>	Serving customers,
<b>Part time/ Full time:</b>	Mon-Thurs 5pm - 8pm and Sun 12 – 4pm
<b>Salary:</b>	

Sales	
<b>Ref No:</b>	EM210
<b>Job Sector:</b>	Sales
<b>Preferred experience:</b>	Experience in field sales essential
<b>Key skills needed:</b>	Good customer relations and driving licence required
<b>Vague job description:</b>	Meeting clients in their premises and following up orders
<b>Part time/ Full time:</b>	Flexible
<b>Salary:</b>	Basic plus commission