



## **Credit Controller – Part Time Position**

McKeon Group offers a complete range of quality Construction, Electrical, Mechanical and Technology project services to private, public and commercial clients.

We are seeking an ambitious, self-motivated and enthusiastic individual to become part of the McKeon Group Accounts and Administration team. Competitive salary based on experience and qualifications.

### **Position Details**

- Part Time, Permanent Position
- Location: Unit 7-8, Block 13A Ashbourne Business Park, Ashbourne, Co. Meath
- Hours of work: 9am – 1pm
- Immediate start required

As the position of Credit Controller is highly interactive with clients, candidates should possess excellent interpersonal and influencing skills. They should display confidence in dealing with clients in a professional manner.

### **Duties**

#### **Credit Control:**

- Maintaining Client details on the Sales Ledger
- Issuing McKeon Group insurance details to clients
- Issuing McKeon Group 'Tax Status' details to clients
- Raising Sales Invoices
- Raising Credit Notes
- Maintaining Contract Sales Retention
- Credit Control function to collect cash
- Dealing with general queries
- Correspondence in and out

#### **Administration:**

- General filing, soft copy file management and clerical duties
- Assisting managers / other staff with clerical duties
- Assisting with accounts team duties as required
- Other ad-hoc duties as required

### **Requirements / Qualifications / Skills**

- Experience working within Credit Control environment
- Relevant accounting qualification desirable
- Excellent working knowledge of MS Office Software (Word, Excel and Outlook)
- Excellent verbal and written communication skills
- Excellent interpersonal and influencing skills
- Self-motivated with good time management skills



- Strong numerical ability and highly attentive to detail
- Must speak English fluently
- Own transport to and from work

**Application Details:**

Please submit CV and cover note to [info@mckeon.ie](mailto:info@mckeon.ie)

