Job Vacancy – SMS Ltd.	
Date of advert	10th March 2023
Job Title	Part-time General Administrative Assistant
Vacancy No.	SMS/GAA/2023/02
Location	SMS Ltd., Units 1 & 2, Oldmeldrum Business Centre, Colpy Way, Oldmeldrum, AB51 0BZ.
Background	SMS Ltd., was established in 2003, and primarily carries out microbiological and chemical analyses of food, water and environmental samples for industry, government agencies and private individuals. In addition consultancy and research in food hygiene and food processing, including HACCP, is conducted for both onshore and offshore industries. SMS also conducts *Legionella* risk assessments and analyses. SMS is accredited by United Kingdom Accreditation Service (UKAS) under ISO/IEC 17025:2005.
Job Description	• Maintaining and calculating customer accounts, and preparation of customer invoices. • Maintaining log of debtors due. Preparing and sending sales statements. Contacting customers to 'chase' payment. • Preparation and placing of orders from approved suppliers. • Cross checking orders received against orders raised, and checking orders charged correctly by approved suppliers. • Updating and maintaining currency of costings for SMS methods and procedures. • Maintaining current list of Approved Suppliers. • Assist in Contract Review of SMS customers. • Calculating monthly wages due to SMS employees. • Assist with implementation of RBS FreeAgent into SMS financial systems. • Any other duties as may be requested by the Director or Laboratory Manager. • Full training will be given where necessary.
Full time / Part time	Part time.
Hours	15.00 hours per week, hours to be agreed, Monday – Friday. Some overtime may be required.
Salary	£11.00 per hour to £12.45 per hour, depending on experience.
Contact for further details	Dr Ian Millar (Director), Mr Danny Whyte (Laboratory Manager).
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