

**BE A PART OF THE SR SUNTOUR TEAM!**



# **OFFICE ADMINISTRATOR** BOOKKEEPING & IMPORT/EXPORT SUPPORT (m/w/d)

Full-Time • Kings Norton, Birmingham, UK



Are you an organized and detail-oriented individual with a knack for numbers and an interest in international trade? Join our small, dynamic team in Kings Norton as an Office Administrator and help us thrive in our day-to-day operations.

## **KEY RESPONSIBILITIES**

### **BOOKKEEPING**

- Maintain accurate financial records using accounting software
- Process invoices, manage expenses, and reconcile accounts
- Create financial reports
- Produce and sign off VAT return requirements

### **IMPORT/EXPORT COORDINATION**

- Handle documentation and compliance for import/export activities
- Liaise with suppliers, freight companies, and customs agencies
- Track shipments and ensure smooth logistics

### **GENERAL OFFICE SUPPORT**

- Assist in maintaining efficient office operations
- Respond to emails and phone calls from clients and partners
- Support team members with administrative tasks as needed

## **WHAT WE'RE LOOKING FOR**

- Proven experience in bookkeeping (experience with software like Xero, QuickBooks, or similar is a plus)
- Familiarity with import/export processes and documentation
- Excellent organizational and multitasking skills
- Strong attention to detail and problem-solving abilities
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- A team player with great communication skills

## **WHY JOIN US?**

- Be part of a close-knit, supportive team
- Opportunity to grow and develop your skills
- Enjoy a friendly and flexible working environment in Kings Norton

## **HOW TO APPLY**

Send your CV and a brief cover letter detailing your experience and why you'd be a great fit for this role to [dave.roberts@srsuntour-cycling.com](mailto:dave.roberts@srsuntour-cycling.com). Please also include your expected salary range.

We look forward to hearing from you!

*Note: This is a full-time, office-based role. Candidates must have the right to work in the UK.*