

# Candidate of the Week

## No 4318

Consultant: Kelly Smith

### Snapshot of Recent Duties:

- Office / Operations Management
- Sales / Purchase Ledger, consumable sales and payroll
- Full Fleet (insurance, leases etc) and Office (utilities, rentals etc) management
- Responsible for business stock and assets

### Key Skills and Achievements:

- Experienced leader
- HMRC compliance
- Sage 50 competent
- Built solid and long-lasting relationships with suppliers and customers

### Employment History

- July '18 – Present      Operations Manager (Promotion from previous role)
- June '15 – July '18      Finance Manager
- Feb '03 – May '15      Customer Service Rep / Mortgage Sales
- Jan '96 – Jan '03      Office Junior

### Notice Period:

4 weeks

### Salary Expectations:

£20-£24k per annum

If you would like further information about Candidate 4318 or would simply like to chat with one of our Consultants, please contact the office on 01924 377500 or email [kelly@juicepersonnel.co.uk](mailto:kelly@juicepersonnel.co.uk) and we will be delighted to assist.

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