

Accounts Administrator – Part-Time (Afternoons Only)



The Company:

PEI is in business to Create Better Outcomes. Better outcomes for our patients, customers, colleagues, and industry partners. Named a “Great Place to Work” and a Deloitte Best Managed Company for 2023, PEI works with major brands from world class manufacturers and trusted partners such as Johnson & Johnson, Ansell and ResMed. This is an exciting opportunity to work with a company whose focus is serving our customers, developing our people and living the ABC’s (Ambition, Better Outcomes & Connected Teams) and Behavioural Standards that guide us in PEI.

A professionally run, family business, with over 100 employees, PEI has been in business since 1963. Over the years PEI has moved from being a general medical distributor to become a specialist distribution partner, adding real value for the manufacturer and providing the highest standards of service to the customer.

The Person:

You are someone who has an ability to get things done. You are driven, ambitious and motivated by the opportunity to sustain and enhance the PEI colleague experience. With excellent influencing skills you have the ability work collaboratively and foster relationships at all levels. You are self-motivated and constantly seeking better outcomes for all stakeholders.

The Role:

Reporting to the Finance Manager, the Accounts Administrator will support the Finance Manager and Finance Team. Your duties will include assisting with the month end process, daily calls to customers, preparation of invoices and statements, bank reconciliations and to be responsible for obtaining and recording financial data.

Key Requirements:

- Experience of working in a similar role is beneficial
- Proven analytical and reconciliation skills
- Excellent knowledge of Microsoft Office
- SAP & CRM systems experience is desirable
- Excellent interpersonal skills and the ability to work both on an individual basis and as part of a team
- Outstanding communication skills, in particular the ability to converse with customers by telephone
- Self-motivated, reliable, flexible, and able to work to deadlines.

Primary Responsibilities:

- Receive all customer bank details and apply customer accounts on our ERP system (SAP)
- Follows through on customer enquiries and takes ownership of customer requests from start to finish (by telephone). All correspondence with the customer must be recorded on our CRM platform.
- Responding to customer queries and general query resolution on a daily basis to facilitate payments from customers
- Working to specific targets (including sending out quotations, retrieving POD’s and sending them to our customers)
- Preparation of invoices and statements to be sent to customers
- Register risk accounts to Finance Manager.

PEI Compensation Package:

This is a part-time role. The successful candidate will work afternoons only (1.30pm – 5pm)

To apply for this position, please send your C.V. and cover letter to hr@pei.ie, and include the job title and your name in the subject line of your email.