



## Job Specification

<b>Position:</b>	Credit Controller
<b>Location:</b>	Golborne
<b>Position Type:</b>	Permanent Position, Full Time 40 hours per week
<b>Salary:</b>	£13,500 PA
<b>Relevant Work Experience:</b>	applicants must have proven, previous or extensive experience in a similar role.

---

**Company Overview:** WBS are a market leader of the technical development, manufacture & supply of external wall insulation systems, through-colour renders and decorative coatings. We are looking to recruit a Credit Controller.

### Main Job Description:

- To chase all outstanding Debtors.
- To assist with logging queries and reports.
- To assist with profit reports.
- To assist with Administration work.

### Person Specification:

Essential: -

- Applicants must have proven, previous or extensive experience in a similar role.
  - Must have outstanding telephone manner and feel confident answering telephone calls.
  - Must be computer literate to a reasonable level – Basic Microsoft Word and Excel is essential but more specialized training will be provided if required. Experience with Sage Line 50 is an advantage.
  - Must have excellent communication and interpersonal skills.
- 

To apply for this position please forward the completed application form and appendices, they are also available to download from our website [www.wbs-ltd.co.uk/jobs.htm](http://www.wbs-ltd.co.uk/jobs.htm) . If you have a CV you may include this as well and send to:

Karen Arnold  
Wetherby Building Systems Ltd  
1 Kidglove Road  
Golborne  
WA3 3GS

or e-mail to: [karen@wbs-ltd.co.uk](mailto:karen@wbs-ltd.co.uk)

**CLOSING DATE FOR APPLICATIONS RECEIVED IS 29<sup>th</sup> JANUARY 2010**