

Accounts Billing Assistant Required.

Eton Travel Agency is looking for an individual to join our accounts department in Wokingham responsible for client administration.

Job Role Requirements:

Attention to Detail and Accuracy.

Experience using MS Office (Excel & Word)

Full Time- Mon-Fri. 09.00 - 17.30 working hours with 1-hour lunch break.

Adaptable to change.

Previous accounts role preferred but not essential as training would be provided.

Circa 19K + based on experience.

Please submit your C.V. to Accounts@eton-travel.co.uk