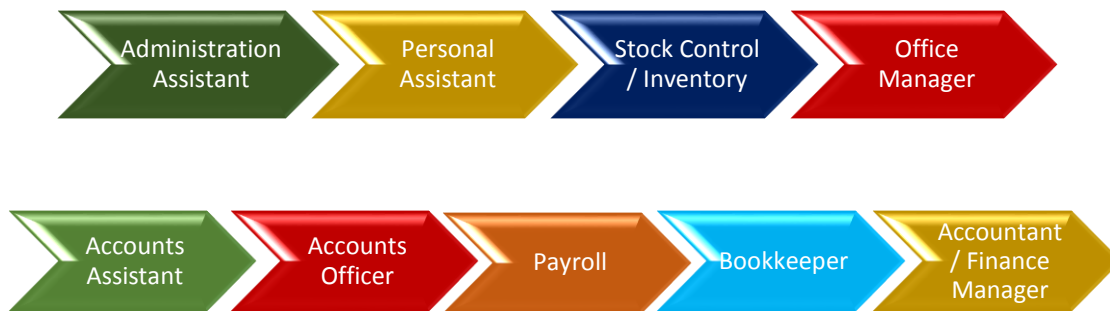


Administration & Finance

At the heart of any hardware business is the administration and finance areas. These are the central point of all of the functions within the business from getting money in, payroll, stock orders, accounting and customer service.

Pathways include;



A hardware business is exciting as it deals with hundreds of different products and suppliers so the office functions across administration and accounts are an exciting and challenging role.

If you like being the key central person to the business and enjoy supporting all areas of the business then this could be the career path for you.

Training: Certificate in Administration or Bookkeeping

Ideal Skills & Traits: Well organised, process orientated, enjoy working with people, team work, numeracy, communications, attention to detail, ability to multi-task.