



Join our Team as a Shipping Coordinator

The Role

"I am an organised and proactive administrator. I have project management skills with a background in shipping. I am a self-motivated, enthusiastic team player who has excellent communication skills with both internal and external customers. I have strong organisational skills and display good attention to detail".

If this sounds like you then we would love you to join our team!

Our Company

Portmeirion Group are a successful company with one overall aim: to be the leading force in the global homewares sector by growing our six amazing brands. We have a culture whereby we work together as one team; we are respectful, think global, push boundaries, work hard and embrace tomorrow today.

What you will need to be successful:

The ideal candidate will have fantastic administration skills preferable within a shipping or sourcing environment. They will be a highly organised, self motivated individual who has a passion for customer satisfaction. Coupled with excellent communication skills both written and verbal will be able to present information in a clear and concise manner whilst ensuring attention to detail. Strong IT skills, with a comprehensive working knowledge of Excel. Interpersonal and negotiation skills are also essential to be successful in this role.

Sounds interesting? If so, forward your CV to Sharon in our HR team who will look after your application journey!

scooke@portmeiriongroup.com

Closing Date: 9th October 2020

Please note: All applications will be processed within two weeks of the closing date. We reserve the right to close this position earlier than the published date should we receive a high volume of applications. The data collected by the submission of your CV is for the purpose of processing your job application and for statutory purposes. For more information please refer to our Employment Privacy Policy which can be found at www.portmeiriongroup.com and includes further information about processing of your personal data and your rights.