



## Join our Team as our Office & Sales Administrator!



*"I have excellent organisation and communication skills with both internal and external customers. I thrive in working in a fast paced environment and love being part of a busy team!"*

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:

Strong administrative skills are required and it's just as important to us that you're focused on delivering exceptional customer service therefore a professional telephone manner is essential. You will need to be enthusiastic and self-motivated with a positive and helpful approach. You must have strong IT skills with extensive knowledge of Microsoft packages including excellent Excel skills with specific knowledge of V lookups and pivot tables.

**Sounds interesting? If so, forward your CV to Sharon in our HR team who will look after your application journey!**  
[scooke@portmeiriongroup.com](mailto:scooke@portmeiriongroup.com)

**Closing Date: 16<sup>th</sup> 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](http://www.portmeiriongroup.com) and includes further information about processing of your personal data and your rights.*