



## Join our Team: Payroll Administration Apprenticeship



### The Role

This is a fantastic opportunity for somebody looking to build their career in payroll.

Due to the level of knowledge in our current team, we're in a position to be able to offer someone with a real willingness to learn 121 support and development. You will be guided through Portmeiron's payroll and benefit processes and procedures for the first 12-18 months of your apprenticeship, alongside this you will be studying for your Level 3 qualification in Payroll Administration after which you will have the skills and knowledge to provide vital, professional support to the 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, speak up, own it, love our jobs and our brands, work hard and embrace tomorrow today.

### What you will need to be successful:

You will need to possess excellent IT skills and already have experience using all Microsoft Office packages. You will also need to be a real team player, be flexible, hardworking and committed.

**Don't hang around! We are looking to expand our team as soon as possible so if this is the role for you, forward your CV to Natasha Boulton in our HR team who will look after your application journey! [nboulton@portmeiriongroup.com](mailto:nboulton@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.*