

COACH HOUSE

Job Title: Office Administrator.
Salary: £13.13 gross per hour.
Hours of work: 9am to 5pm, 37.5 hours per week.

We are the UK's largest wholesaler of furniture and design led accessories and we are pleased to announce that a fantastic opportunity has arisen for an Office Administrator to join our growing team.

We are looking for an enthusiastic, hardworking, and self-motivated person to assist the existing accounts team.

The successful candidate will process foreign invoices for payment, documents for Southern Ireland and Northern Ireland, taking credit payments over the phone and general day to day office tasks.

Skills & Experience:

- Excellent computer skills, knowledge of Sage 200 would be advantageous.
- Excellent communication and attention to detail.
- Experience of Excel.
- Team Player.
- Willing to learn new skills.

To apply for this role please send your CV and covering letter to HR@coachhouse.com