

**PERMANENT OPPORTUNITY
BUYERS ADMINISTRATOR
KALEIDOSCOPE BUSINESS UNIT**

Ref No: E293

An opportunity has arisen for a Buyers Administrator, within the Kaleidoscope Business Unit based at Vicar Lane.

The purpose of the role is to assist the Buyer and Assistant Buyer in all aspects of the administration of the department

If you.....

- Have knowledge and experience of buying systems
- Are computer literate with excellent knowledge of Microsoft Office Packages
- Have strong communication skills both written and verbal
- Have a professional telephone manner
- Have a flexible and positive attitude and approach to work
- Possess good organisational skills

Then why not apply for this role?

Complete an Internal Application Form, quoting the reference number and forward this along with your CV and a covering letter outlining the reasons why you feel you are suitable for the role to Mandy Kellett, Human Resources, 3rd floor, Vicar Lane.

To apply

Email applications@fgh-uk.com with your CV and a covering letter outlining the reasons why you feel you are suitable for the role. Please quote the reference number in the subject of your email.

