

**PERMANENT OPPORTUNITIES  
BUYING & MERCHANDISING ADMINISTRATORS  
Ref No: E388/E389**

Two permanent opportunities have arisen for Buying and Merchandising Administrators based within the Kaleidoscope Business Unit.

The purpose of the role is to assist the buying and merchandising teams in all aspects of administration within the departments.

**Required skills are:**

- Excellent keyboard skills
- MS office, especially EXCEL
- Knowledge and experience of using EKR and matrix is desirable
- Professional telephone manner
- Flexible and positive attitude and approach to work
- Excellent organisational skills
- Ability to prioritise effectively whilst working at pace
- Excellent grammar and spelling

**Why not apply for this role?**

Email [applications@fgh-uk.com](mailto: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 (no agencies please).

**This role may be subject to credit and DBS checks  
FGH is committed to the fair treatment of customers at all times**

**Grade: H2**

