

# COACH HOUSE

<b>Job Title:</b>	Office Administrator
<b>Salary:</b>	Dependant on experience
<b>Hours of work:</b>	9.00am to 4.30pm, Monday to Friday (35 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 work as part of our accounts team liaising with customers regarding pending deliveries, processing credit card payments from customers, answering incoming calls, processing foreign invoices for payment, liaising with other departments, processing Southern Ireland and Northern Ireland Export Documents/SSD as required, processing delivery notes and returns and much more.

## **Skills & Experience:**

- Having recently worked within an administrative role within accounts.
- Customer Service.
- Excellent up to date Computer skills, knowledge of Sage 200 would be advantageous.
- Excellent communication and listening skills.
- Team Player.
- Attention to detail.

To apply for this role please send your CV and covering letter to [HR@coachhouse.com](mailto:HR@coachhouse.com)