



PA/Secretary to CEO & Windows Division - Maternity Cover

Ross-on-Wye, Herefordshire

Your Role

Providing secretarial support for the CEO, Head of Marketing Support and Window Solutions department, you will be required to carry out numerous clerical assignments.

Key responsibilities will be:

General administration tasks, scheduling of internal and external meetings, typing up of dictation, travel planning, purchase orders, managing databases, itineraries, stationery supplies. You will also be required to cover reception on occasion.

Your Profile

You will have a good standard of education and a strong clerical background with good computer literacy skills. It is also essential that you are outgoing, a good team worker, approachable and assertive. Ideally you will be educated to A level standard, with a qualification in administration - or the equivalent based on experience. Due to varied daily tasks required of this position, you need to be very well organised and flexible in your approach. Knowledge of the German language would be ideal but is not essential.

Interested?

Please send your CV to Lisa Tel: 01989 762690
E: lisa.jones@rehau.com www.rehau.uk

