

Administrative Assistant Required

If you are bright, enthusiastic and intelligent with a good pass in GCSE English and Maths or equivalent, Charcroft can offer you a rewarding position with excellent career prospects and long term job security.

You will be given full training in telephone and computer skills but previous experience would be desirable. We have a close-knit, friendly and knowledgeable team of which you would be an essential part.

To apply please write detailing your qualifications and experience to Debbie Rowland at the address below or telephone 01591 612231 for an application form.

Charcroft offers an excellent salary, private health care, non-contributory pension, company bonus scheme and clear career development in a supportive and friendly environment. Charcroft is an equal opportunity employer.



**Charcroft Electronics Ltd, Dol-y-Coed,
Llanwrtyd Wells, Powys, LD5 4TH**