

Role: Office Administrator
Location: GWP Protective (Salisbury)
Ref: PRO20



Background Information

GWP Protective is a £2m turnover manufacturer of bespoke protective cases for high value equipment used in the defence, aerospace and medical industries. The business is part of the GWP Group of companies, a group of specialist packaging manufacturers.

Job Description

We are looking for an Office Administrator to support the Commercial Director and Operations Manager.

The duties will include general office administration including filing and retrieval. Given training, there may be an opportunity for the successful candidate to take on further duties and responsibilities

The right candidate will possess a high level of communication and interpersonal skills, have a good understanding of IT applications (Word, Excel, Access) and have excellent organisational and time management skills as well as being customer focused.

The Ideal candidate will possess or be undertaking a business administration qualification.

If you think you have the skills we are looking for please send your CV and application quoting above reference number to:

Personnel Department,
GWP Group,
Unit 20 Chelworth Park,
Cricklade,
Wiltshire,
SN6 6HE

Email: recruitment@gwp.co.uk

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