
Experienced Office Help required to start NOW!

Posted by JewelKing - 2007/12/12 15:28

We are looking for someone to join us working for a Jewellery website. You will work in the office dealing with customer's orders from enquiry to delivery. You will also work in other area's such as assist the press officer, marketing and stock control. This is a great opportunity for someone looking to join a young company and gain valuable experience. Training will be provided in all areas.

You should have excellent communication skills together with good computer and organisational skills. We are looking for a confident outgoing person. An interest in fashion would be great! Please send an email with details of your experience and CV in the first instance to recruitmentm@btinternet.com. The position is part-time with flexible hours to be agreed. Salary is negotiable depending on experience

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Re:Experienced Office Help required to start NOW!

Posted by Leanned - 2007/12/29 17:26

Hello,

I was just wondering where this job is based?

If you could let me know, that would be fantastic.

Kind Regards,

Lea

leannedickenson@hotmail.com

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