

*We're Hiring!*



CLOSING DATE FOR  
APPLICATION IS  
20TH MARCH 2019



WE ARE RECRUITING FOR AN:

## ADMINISTRATION ASSISTANT

### KEY REQUIREMENTS;

- ◆ Excellent IT skills with proven experience in all Microsoft Packages and a good knowledge of spreadsheets and pivot tables.
- ◆ Confident telephone manner and highly developed interpersonal and oral communication skills.
- ◆ The ability to work as part of team as well as on own initiative.
- ◆ Commitment to confidentiality.

It would be an advantage if the successful candidate had knowledge of both Sage 50 Payroll and Accounts, as well as the ability to take minutes of meetings. However full training will be provided.

Should you wish to apply for this position, please forward a detailed CV, including current remuneration and cover letter to;

MRS LORNA WILSON

KILKEEL SEAFOODS LTD

14 THE HARBOUR, KILKEEL, BT34 4AX

OR EMAIL: [INFO@KILKEEL-SEAFOODS.COM](mailto:INFO@KILKEEL-SEAFOODS.COM)

PHONE: 028 417 62649



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