



## **Office Administrator**

Based at our Llanrwst Office  
9am to 5:30pm, Monday to Friday  
Salaried at £26k to £28k

### **The Company**

Blas ar Fwyd is a family business established since 1988. Employing approx. 70, our main office is in Llanrwst where we also have our Deli, Café and Wine Shop along side our two offices, manufacturing kitchens and warehousing.

As a leading distributor of quality and artisan Welsh foods and drinks we work with about 275 Welsh suppliers and 1200 b2b customers in Wales.

### **The Role**

The successful candidate will mainly be responsible for the administrative duties in the office, both on a day to day basis and for medium term projects.

This will be very varied – encompassing queries from the public, liaising with utility suppliers, ordering packaging and miscellaneous items, note taking for HR meetings, reviewing and correcting employee clocking records, assisting with accounts queries from customer/suppliers, liaising with insurance brokers, etc.

This will involve working with a number of members of the team, both managers and team leaders; coordinating between the retail, warehouse, sales, customer service, kitchen teams, drivers – fielding and progressing queries from those different departments.

This is a desk based role, which is in the admin office at Blas ar Fwyd.

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**Skills**

- Previous demonstrable experience within a similar role
- Excellent written and verbal communication
- The ability to contribute in a team setting
- The ability to be highly organised and efficient
- Excellent IT skills for Microsoft application and our ERP software

**Desired Skills**

- Welsh language

**Role Particulars**

This role is a full time, permanent position.

Office hours are 9am to 5:30pm, Monday to Friday with 30mins for lunch - 40 hours a week.

Applications for 4 days would be considered.

The role is located at our main office in 32 Heol yr Orsaf, Llanrwst.

Salary: depending on experience, between £26k and £28k per annum (pro rata for less than 40 hrs)

**Application and Timeframe**

- Applications should be done via Indeed or by submitting a hardcopy CV
- Covering letters are welcome
- We're reviewing candidates in the first week of January
- We may call to discuss your application and the role
- Interviewing in person at LL26 0BT early to mid January
- Tests provided via Indeed may be part of the process
- Position available from mid January
- Regrettably, due to the number of applicants we're not able to respond to each.