

# ADMINISTRATOR



Ormskirk, West Lancashire



£20,000 plus (dependent on skills & experience)



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## WHO ARE WE?

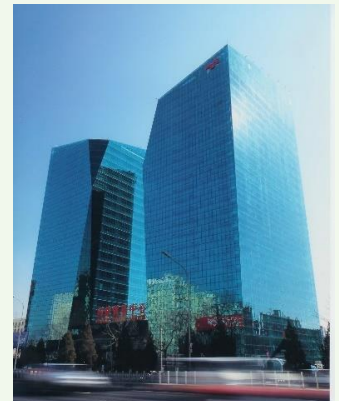
The NSG Group is a global leader in glass manufacturing in three business areas: Architectural, Automotive and Technical Glass.

Our mission is to be the global leader in innovative high-performance glass and glazing solutions, working safely and ethically.

## THE ROLE

The purpose of the role is to provide administrative support to Group Finance who provides the central Accounting, Tax and Treasury resource to the businesses across the worldwide Group. The role supports mainly the Treasury area.

The role will involve general administration duties such as document preparation (Word and PowerPoint) and diary management. The job holder would be responsible for making and co-ordinating bookings for departmental members' worldwide travel. Also, responsible for arranging presentations in off-site locations and arranging multi-site visits for overseas visitors.



## WHAT ARE WE LOOKING FOR?

### You

- Good standard of education including English and Maths
- Highly organised with good general office skills
- Experience of working in an administrative driven environment
- A high level of IT skills with Word and PowerPoint
- Ability to work both as part of a team and independently
- Good communication and interpersonal skills, both with internal colleagues and external contacts, e.g. financial institutions, etc.

### Benefits

- 25 days holiday
- 37½ hours per week, Monday – Friday
- Flexible Working Hours scheme
- Pension with employer contributions
- Staff Incentive Plan
- Employee discount scheme
- On site car parking & restaurant
- On site fitness activities and events, yoga, football, Pilates, table tennis, golf society

A full UK driving licence and car ownership would be an advantage due to limited public transport to the site.

If you believe you have the skills and abilities we need, we very much want to hear from you! Please send your CV and covering letter to [RecruitmentVacanciesUK@pl.nsg.com](mailto:RecruitmentVacanciesUK@pl.nsg.com) and quote reference **Group-P19-10**. **Closing date 31<sup>st</sup> May 2019**.