

Administrator (Based at Cardiff)

PTH GROUP is a leading occupational healthcare company providing healthcare services for a large company based in Wales. PTH requires a full time Administrator to join a small team running a busy office within the OH department in Cardiff, adjacent to Cardiff Central Station.

Must be familiar with Word, Excel & Email. Excellent phone manner and attention to detail is essential. Minimum 3-years office experience. **Competitive salary**. If you are confident with people, enthusiastic and personable team player please apply in writing, or email, enclosing your CV to :

Karen Mace, HR Manager, PTH Group Ltd, Banham Court, Hanbury Road, Stoke Prior, Bromsgrove, Worcs. B60 4JZ karen.mace@pthgroup.co.uk