



OFFICE MANAGER – healthcare company

PTH is a leading Occupational Health service provider requiring an Office Manager at its Bromsgrove Head Office.

Ability to implement & improve systems & excellent organisational skills are essential together with the ability to prioritise work & manage people. Experience of accounting systems essential. Full time position. **Competitive salary.**

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.

The job description & application form can be downloaded from our website on www.pthgroup.co.uk (Closing Date: 15 October 2010, no agencies please)

PTH Group Ltd is an Equal Opportunities Employer