



Are You Ready to Fill this Chair and be our Office Manager?

If you are the person we are looking for then you'll be.....

Friendly, charming, & enthusiastic with high standards. You'd be dedicated to working in a small but growing team and have excellent communication skills. You'd be able to embrace exciting opportunities, and have the ability to work with flair in a dynamic environment.

You'll be based at our factory in Haverhill, Suffolk and responsible for some pretty major tasks at **Lynvale Ltd** including accounts payable, accounts receivable, office purchasing, a little bit of HR and producing weekly reports to present to the Directors (we're not too scary so don't worry)

You'll need to be well presented, trustworthy, punctual and it's also really important that you **love smiling!**



Ideally you'd have a black belt in Sage Accounts, and plenty of experience using Microsoft Office, but it really is **PASSION** we are searching for!



If you have a 'Can Do' attitude and want the freedom to realise your true potential either call or email Lynvale before 5pm of Monday 31st October and be ready to show us why you are the perfect person for this job.....

Tel: 0870 160 9255 or email: jobs@lynvale.co.uk

