



PSW Home Textiles

Office Administrator/Accounts Support

Established in 1987, we continue to be a leading importer, wholesaler and supplier to the home ware, hardware, gift ware and soft furnishings sectors.

Role Description:

We are seeking a hardworking, motivated and ambitious office administrator with a strong work ethic.

Main duties:

Answering incoming calls; taking clear messages and re-directing calls as required Sales support
Order processing/data entry Preparing PowerPoint presentations

Main requirements:

- Excellent computer skills - ESSENTIAL
- Willing to learn fast
- Excellent communication skills
- Previous relevant experience
- Accounts admin an advantage

Please send your CV with a cover note to: jennie@psw.ie