



morgan marine ltd

Llandybie, Ammanford, Carmarthenshire SA18 3GY
Tel: +44 (0) 1269 850437 Fax: +44 (0) 1269 850656
sales@morgan-marine.com www.morgan-marine.com

VACANCY – RECEPTIONIST/ADMINISTRATOR

Location: Llandybie, Ammanford, SA18 3GY

Hours: Part Time (2 days per week)

Duration: Permanent

The Company: Morgan grp Ltd is an Award-Winning, progressive company who is a market leader in their specialised fields, encompassing Morgan Marine Ltd, PSF Wales Ltd and Envico Engineering Ltd.

Together we design, manufacture & install Steel and GRP housings amongst other diverse products. Our Primary client base includes the Utilities and Construction sectors. Morgan grp is an ambitious, dynamic and professional organisation with over 55 years of manufacturing expertise in the Carmarthenshire and Swansea area and currently employs more than 250 people.

The Role: Based in our busy head office in Llandybie, we are looking for a Receptionist to work 2 days a week over the following set shift pattern:

Tuesday & Thursday 9am – 4pm (This post is a job share therefore additional days may be available to cover for holidays and sickness).

Required Skills: You will be responsible for meeting and greeting visitors, answering incoming telephone calls and transferring to the correct recipient, mail management, dealing with incoming and outgoing post and other general administrative duties. Full switchboard training will be provided. You must have a good telephone manner and be confident when talking to others. As the first point of contact to visitors, you will be courteous with a professional approach.

The Package: £9.02 p/h We also offer a competitive benefits package including 31 days holiday rising to 33, Life insurance, Pension, subsidised on-site gym membership, Employee Assistance Programme, free parking.

Closing date for applications: 29th January 2021

Please apply completing the application form stating which role you are applying for with a copy of your CV to: **E-mail:** careers@morgan-marine.com

Morgan grp offers flexible working and are an equal opportunities employer.

World Leaders in GRP, Steel and Security
Enclosures, Cabinets and Doors