



Cydlynnydd Datblygu
37 awr yw, Parhaol
Tua £17,372 - 18,599 yf

Administration Assistant
37 hours pw, Permanent
Circa £17,372 - 18,599 pa

A ydych chi'n ddatryswr problemau trefnus gyda'r gallu i gyflawni?

Rydym yn chwilio am ymgeisydd ag agwedd 'all-wneud' i ddarparu amrywiaeth eang o gymorth gweinyddol i'n Partner Caffael gan weithio gyda chydymffurfiaeth cerbydau a chadwyn gyflenwi. Bydd angen i chi fod yn effeithlon ac yn frwdfrydig gyda'r gallu i flaenoriaethu eich llwyth gwaith eich hun a bod yn barod i ddysgu. Am fanylion pellach, gweler y disgrifiad swydd llawn a'r fanyleb person ar y wefan.

Are you an organised, problem solver with the ability to deliver?

We are looking for a candidate with a 'can-do' attitude to provide a broad range of admin support to our Procurement Partner working with vehicle compliance and supply chain. You will need to be efficient and motivated with the ability to prioritise your own workload and have a willingness to learn.

For further details, please see the full job description and person specification on the website.

Cau / Closing: 17/05/2019



01745 335348

recruitment@cartreficonwy.org
www.cartreficonwy.org

