



ventec
INTERNATIONAL GROUP

Administration & Sales Support Assistant (full-time/part-time)

Ventec Europe / Leamington Spa, UK

Ventec International Group, a leading publicly listed (Taiwan) global manufacturer of base materials & products for the PCB industry, is looking for a highly organised and proactive Administration & Sales Support Assistant to join our UK team at the facility in Leamington Spa, UK.

As an **Administration & Sales Support Assistant**, you will be assisting and supporting our directors based in Leamington Spa, with the option to work remotely 1 day/week.

Duties and responsibilities are, but not limited to:

- Manage senior management's diaries, including scheduling meetings and appointments.
- Provide administrative support to the sales team to assist with day-to-day activities.
- Prepare and edit correspondence, reports, and presentations.
- Coordinate schedules, bookings, appointments, and travel arrangements efficiently.
- Act as the first point of contact for internal and external communications on behalf of senior management.
- Direct communication flow to each salesperson.
- Organise and maintain confidential files and documents.
- Support with organising company events and meetings, ensuring all logistics are in place.

Essential:

- Experience as an Administrator or Personal Assistant.
- Strong organisational and multitasking skills.
- Excellent written and verbal communication abilities.
- Proficiency in MS Office Suite, including Word, Excel, and PowerPoint.
- A high level of discretion and the ability to handle confidential information.
- A proactive and detail-oriented approach to work.
- Flexibility to adapt to changing priorities and deadlines.
- Can commute to Leamington Spa.
- Occasional travel required.

What we offer in return:

- Competitive Salary.
- Competitive Annual Leave of 25 days plus UK Bank Holidays.
- Free Onsite Parking.
- Uniform provided.

Additional Benefits, available after successful completion of probation:

- Private Healthcare.
- Company pension scheme.
- Life Insurance.
- Bike-to-work-scheme.

Please apply in the strictest confidence, enclosing your CV to: jobs@ventec-europe.com