

# VACANCY FOR FULL-TIME ADMINISTRATOR

**Company based 10 minute drive from Dungarvan town are seeking an experienced Administrator for their busy office.**

## **Duties to include:**

- Supporting the manager & team members with general office administration
- Working as part of a team and responsible for client warranties
- Processing purchase orders and producing invoices
- Producing client account statements
- Answering incoming calls/emails
- Entering data onto system using SAGE Line 50
- Processing documents, printing and scanning.

## **Desired Skills, Qualities & Qualifications the employer is seeking includes:**

- Good team worker coupled with excellent communication skills of upmost importance for this role.
- An exuberant outlook to a new and exciting role with a confident outlook
- Organised and efficient with a commonsense approach to tasks.
- An excellent multi-tasker
- Excellent telephone manner – helpful and polite with clear communication.
- Ability to work independently and demonstrate initiative.
- Excellent written and verbal communication skills with attention to detail and accuracy.
- Willing to help others and ability to be flexible.

***Desired Qualifications : Business Administration QQI Level 5 & Leaving Certificate  
Full training will be given to the successful candidate.***

***Salary: Negotiable / Hours: 9 – 5pm [Monday – Friday]***

**TO APPLY FOR THIS GREAT LOCAL OPPORTUNITY  
PLEASE EMAIL YOUR CV BY 5PM ON FRIDAY 20<sup>TH</sup> AUGUST TO  
DUNGARVAN LOCAL EMPLOYMENT SERVICE AT:  
EMAIL YOUR CV TO : [WESTWATERFORD.LES@WLP.IE](mailto:WESTWATERFORD.LES@WLP.IE)**

## **LOCAL EMPLOYMENT SERVICE**

**SUPPORT SERVICE FOR THE UNEMPLOYED**

***WORKING UNDER CONTRACT FOR THE DEPARTMENT OF SOCIAL PROTECTION***



An Roinn Coimirce Sóisialaí  
Department of Social Protection



Comhpháirtíocht Leader Waterford Leader  
Phort Láirge Partnership

