



Become part of our SWARCO team as

# Administrator

**Location: Dublin, Ireland | Full time**

## Your Challenge

We have an exciting opportunity for an Administrator to join our team in Dublin. This role is hybrid working 3 days in the office and 2 from home.

Key responsibilities

- Timesheet Management
- Raise purchase requisitions, update and maintain local purchase requisition tracker and associated files
- Purchase order and invoice reconciliation
- Office Management duties; ordering of stock, stationery, facilities services
- Communication and follow up; regularly communicate with team members, clients, and contractors. Follow up on outstanding items, such as missing timesheets or invoices. Foster clear communication channels to address any concerns promptly
- Budget Tracking: Regularly update and monitor project budgets
- Compare actual expenses with the budgeted amounts to identify any variances
- Ensure that all administration working practices are in accordance with the Swarco ISO 9001 & 14001 Quality, Health, Safety & Environmental management systems at all times

## Your Profile

### What we are looking for

To fulfil the role successfully the following are some of the key skills and experience required:

- Second level education to Leaving Certificate level is required for this role with Third Level Business Diploma desirable
- A minimum of 2 years' experience in a similar role is required
- Demonstrable experience in computer-based office applications such as MS Office including Excel, Word, Access, Visio and Outlook
- Working knowledge of procedures for billing and debt collection using computer based financial management systems such as SAP
- The employee is expected to read literature and demonstrate an understanding relating to changes in procedures and processes as and when they occur
- Ability prioritise and meet tight deadlines
- Great customer focus and good communication skills with the ability to build strong relationships both internally and externally
- Highly organised and works well under pressure
- Right to live and Work in Ireland

## Your Benefit

### Your Benefit

In addition to providing a competitive salary and benefits package, we actively run employee opinion surveys as part of our drive to provide a comfortable and supportive working environment. We will support your development and you will also receive:

- 25 days holiday rising to 28 days with bank holidays included, plus the option to buy an agreed number of days
- Paid Birthday off
- Sick Pay after the qualifying period
- Employee discount portal
- Generous employer pension contributions
- Employee Assistance Programme
- Life assurance up to 6x salary

### Interested?

Please apply by clicking on the apply button.

**Applications are shortlisted on a rolling basis, and we reserve the right to interview and appoint before any advertised closing date. We, therefore, encourage you to apply at the earliest opportunity to avoid disappointment. Applications received after the closing date will not be processed.**

We have a responsibility to ensure that all employees are eligible to live and work in Ireland, all successful candidates must have the right to work in Ireland by the start of their employment. We are an equal opportunities employer.

*Agencies, please note, that should we require recruitment agency involvement, **we will contact the agencies on our PSL**; we would ask that you respect the relationships we have already built with these suppliers. If an agency submits an unsolicited CV to any partner or employee of our company for a role we have not actively engaged with you on, you should be aware that they have no authority to enter into an arrangement with you and we will consider the CV a gift! We will not be liable for any payment you charge in relation to it.*

#LI-GB1

Become a part of SWARCO. We look forward to receiving your comprehensive application via the online tool.

Apply now

### SWARCO UK & Ireland Ltd - SWARCO

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*Information on processing of your personal data is available [here](#).*