

Job Description

Job Title:	Assistant Office Administrator(s) x 2
Base Location:	Ireland – Shannon
Role Reports to:	Office Manager
SUMMARY OF ROLE:	Responsible for assisting the Office Manager, and Project Manager, with all aspects of the day to day running, and operations of the company office. This will include general office management assistance of day-to-day accounts, client invoicing, purchasing, supplier payment, secretarial and project specific administrative tasks.

MAIN RESPONSIBILITIES AND KEY DELIVERABLES

All duties will be assistant based, to the Office Manager, and others within the group, as required:

- Assist in preparing monthly billings and client invoicing.
- Monitor and follow up client payments.
- Assist in the general management of company expenses, including raising POs, incoming invoice process etc.
- Monitor and assist with payment of all accounts.
- Assist with management of timesheet process.
- Assist in the preparation of payments for approval, and co-monitoring & recording of general administration costs.
- Purchase office supplies.
- Assist with making appointments, travel arrangements and co-manage the office diary.
- Deal with ad-hoc requests and general enquiries.
- Maintain up-to-date records within an existing filing system.
- Drive and contribute to the continuous improvement of administrative processes.

JOB SPECIFIC COMPETENCIES / EXPERIENCE FOR ROLE:

- Strong communication skills, with the ability to be assertive, while being diplomatic.
- Previous experience desirable. However, full training provided.
- Ability to work on own initiative and take ownership of assigned tasks.
- Flexible and independent.
- Strong IT skills.
- Excellent organisational and time management skills.
- An awareness of QSHE processes and protocols.
- Happy, go-lucky, and not too serious.