

Office Administrator

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Job Summary

Vacancy :

Deadline : Oct 31, 2024

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

Job Purpose:

We are seeking a highly organised and detail-oriented Office Administrator to join our team. The successful candidate will provide general administrative support across HR and office functions, maintaining systems, records, and coordination activities to support day-to-day operations.

Duties and Responsibilities:

- Maintain HR systems, employee records, and documentation.
- Process leaves, absence, and employee data changes.
- Coordinate recruitment administration and job postings.
- Set up new starters on internal systems.
- Maintain time and attendance systems and user access.
- Review timesheets and resolve basic discrepancies.
- Produce attendance reports for payroll.
- Maintain apprentice and training records.
- Coordinate training bookings and reviews.
- Track certification and compliance expiry dates.
- Maintain personnel files and HR documentation.
- Prepare routine HR and audit reports.
- Provide administrative support to HR processes.
- Maintain IMS documentation and records, supporting audits and certification requirements.
- Coordinate document updates and version control.
- Coordinate award applications and supporting documentation for submissions.
- Support the maintenance of the Company website content and updates.
- Support social media campaigns.
- Maintain fleet records and vehicle allocation.
- Manage fuel cards and usage reporting.
- Coordinate toll accounts and fleet administration systems.
- Maintain insurance records and renewals.
- Coordinate fleet, office and professional insurances.
- Maintain company registrations and licences, tracking renewals and deadlines.
- Support internal events and company communications.
- Provide ad-hoc administrative support as required.
- **Any other duties as requested or required by the Manager or Senior Management Team.**

Person Specification:

- *Essential*
- Proven experience in a general administrative or office support role
- Strong organisational skills with the ability to manage multiple tasks and deadlines.
- High level of accuracy and attention to detail
- Confident using IT systems, databases and Microsoft Office (Word, Excel, Outlook)
- Strong written and verbal communication skills
- Ability to handle confidential and sensitive information professionally.
- Self-motivated with the ability to work independently and as part of a team.
- Flexible and adaptable in a changing work environment
- *Desirable*
- Previous experience providing HR, payroll or compliance administration support.
- Experience maintaining records for audits, certifications or regulatory compliance.
- Exposure to recruitment, onboarding or training administration
- Experience supporting websites, social media or internal communications

Employee Benefits:

- Competitive compensation
- 30 days annual leave (inclusive of ROI bank holidays)
- Early finish on Fridays
- Company Pension
- Active Social Calendar
- Opportunities for growth and development

Location: Newry HQ (on-site)

Job Type: Permanent

Working Pattern: Full-time and part-time contracts available

Hours of Work:

- Full-time: Monday to Friday, 38.5 hours per week
- Part-time: Hours by agreement

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
