

## **OFFICE ADMINISTRATOR**

**Location:** Kenmare, Kerry

**Salary:** €16 to €20 per hour (Depending On Experience)

**Hours:** Half time. Monday - Friday

Wetland Surveys Ireland, a busy environmental consultancy company based in Kenmare, is seeking to employ an experienced Administrative Officer / Bookkeeper for a permanent part-time position.

### **Main Duties & Responsibilities**

- General office administration and answering telephone calls
- General bookkeeping, invoicing, reconciliation of accounts
- Oversee the administration of employee expenses, recording of leave etc.
- Diary management
- Managing software licences and accounts
- Manage communications between clients and staff
- Provide secretarial and PA assistance to the Managing Director
- Developing and updating standard procedure documents
- Provide administrative support to members of staff and project workers as required
- Other ad hoc duties as necessary
- Opportunities for progression and to expand the role to suit the applicants qualifications and experience

### **Requirements**

- Proven experience (+ 2 years) as an office administrator, office assistant or relevant role
- Min 2-3 years bookkeeping experience
- Exceptional communication skills
- Must be proficient in Microsoft Office application and have experience with mail merges
- Ability to multitask and excellent attention to detail
- Be able to work under your own initiative
- Positive can-do attitude and be willing to learn and contribute to the long-term goals of the company
- Be flexible and prepared to work in any required areas
- Excellent organisational skills and ability to prioritise are essential
- Highly efficient and self-motivated; ability to work on own initiative as well as part of a team

If you are interested in the role please send a cover letter and CV to [info@wetlandsurveys.ie](mailto:info@wetlandsurveys.ie)

Closing date: 22<sup>th</sup> March 2024

For further information on the Company see [www.WetlandSurveys.ie](http://www.WetlandSurveys.ie)