

Office Administrator



Glenveagh
Properties PLC

Openhearted
Homemaking



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Properties PLC**

Office Administrator

Job Summary

Glenveagh Properties PLC, a leading Residential Building Company are currently recruiting an experienced Office Administrator for our office in Maynooth Co. Kildare. This role will report directly to the HR Manager. The ideal candidate will have a strong work ethic, be ambitious and highly motivated.

Glenveagh Properties provides employees with an exciting, challenging and rewarding career in a dynamic and rapidly expanding Company. We work to make a team environment that will attract the best people and give them credible reasons to stay and grow their careers with us.

Responsibilities Include

- General administration duties including:
 - Preparation of presentations & reports
 - Printing, filing & scanning of documents
 - Liaising with suppliers
- Meeting & greeting clients
- Screening, answering and forwarding telephone calls
- Managing office supplies
- Ad hoc duties as needed

Requirements

- Minimum 2 years' experience in a similar role
- Highly proficient in the full Microsoft Office suite
- Outstanding communication skills and the ability to maintain confidentiality at all times
- Excellent organisational skills and the ability to work in a fast paced environment
- Highly efficient and self-motivated

Location:

- Maynooth, Co. Kildare