

WE'RE HIRING!

We are looking for a **Senior Administrator** to join our team for a client Engineering company. You will perform a variety of administration tasks including managing phones and emails, scheduling appointments and planning meetings. You should also have excellent verbal and written communication skills.

Ultimately, you should be able to support our senior manager team and ensure our day-to-day office operations run smoothly. Previous experience in a technical environment would be advantageous but not essential.

Requirements:

- Proven work experience as a senior administrative assistant or executive administrative assistant
- In-depth understanding of office management and daily operations
- Hands on experience with MS Office
- Working knowledge of office equipment
- Excellent verbal and written communication skills
- Strong organizational and time-management skills
- Leaving certificate with additional qualification as a personal assistant or secretary will be a plus
- Ability to prioritize work load

What we can offer:

- Good work environment
- Opportunities for carrier advancement
- €35,000 per annum

Job Type: Full-time

Please send CV to: hr@elevare.ie

