

About us:

Evans Educational Ltd is primarily a Primary Schools educational and arts & crafts supplier, however we cater for a large number of Creche and Montessori Schools, along with Universities, Hospitals and other government bodies.

We are a 3rd generation family business – based immediately off the M50 at exit no.5 in Northern Cross Business Park.

The Role:

- Provide general administrative support to the office team, warehouse staff and driver on the road
- Handle phone and email inquiries, along with operation of retail management software
- Handle all aspects of the customer experience, from receiving orders, quoting and invoicing to follow-up care and account statements
- Provide management with required reporting and data relating to accounts
- Data entry

Candidate:

- Organised and efficient with meticulous detail to administrative tasks
- Polite and courteous email and phone manner
- High level of competence in IT skills and computer software
- Microsoft Office Suite
- Retail Management Hero (training provided)
- Proficient at typing
- Strong interpersonal skills
- Office administration experience an advantage

Information:

Full-time hours: 40h per week

Expected start date: Immediate

Job Type: Permanent – subsequent to successful trial period

Benefits:

- On-site parking

Schedule:

- 8 hour shift – 9am-5pm
- Monday to Friday
- Overtime periodically

Experience:

- Microsoft Office: 3 years (Preferred)
- Administration: 3 years (Preferred)
- administrative assistant: 3 years (Preferred)

Location:

- Dublin (Preferred)

COVID-19 precaution(s):

- Remote interview process
- Personal protective equipment provided
- Social distancing guidelines in place
- Sanitisation, disinfection or cleaning procedures in place

Please send your CV to gerald@evansed.ie