

FKP
Office Administrator

Office Administrator required for a small architectural practice in Dublin 2.

- *Previous experience working in an architectural or construction related firm useful, but not required*
- *Assist with preparation of business development proposals and public procurement ("e-tender") documentation*
- *General administrative duties to support our architectural and accounting staff*
- *Good Knowledge of Microsoft Word / Excel*
- *Knowledge of Adobe InDesign / Acrobat Pro software useful but not required*
- *Flexible hours / days available, approx. 18-24 hours / week*
- *Temporary role for maternity cover, 6 month duration (commencing mid-December / early January)*

Please send your CV to info@fkp.ie