

Position Description for
Senior Office Administrator

The Company

Our client is a successful, global life science ingredients distributor specialized in human nutrition, pharmaceuticals, personal care, and animal nutrition. They are currently seeking a Senior Office Administrator for their offices in Dublin.

Role Summary

The role of Senior Office Administrator will in the main cover order processing, tracking, and the logistics around those areas. The successful candidate will be competent, positive, and have experience and an understanding of a hands-on role in those areas.

Requirements

An understanding and experience in Quality Systems

Familiarity with Order Processing

Tracking and Documentation Support

Experience with adherence to Quality and Management Controls

Knowledge of Importation of Products

A background in Logistics and Importation would be a bonus

Be confident in their ability to perform well independently and parallel to the existing team members

Remuneration

Attractive remuneration will be offered in line with experience and would be firmed up during the interview process. If interested to explore please apply enclosing your CV in Word format and Cover Letter and send to se.arch@consultghi.com or to further discuss please text/call Greg O'Hanlon on 087 600 3620.

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