



Job Title: Office Administrator

Company: Dromad Hire Ltd

Location: Head Office, Dundalk, Co Louth.

Position Type: Full-time

Reports To: Finance Controller

Salary: Negotiable Depending on Experience

Job Description

This role would be ideal for someone with excellent organisational skills with strong attention to detail. The ideal candidate must also be flexible within the role and hold a strong work ethic. This position would be best suited to a professional and confident individual who can work meticulously in a fast-paced environment.

Duties & Responsibilities:

- Carry out all Purchasing Administration Duties
- Maintain up to date and accurate supplier information
- Record-Keeping
- Office Supply Management
- General office administration duties
- Dealing with enquiries via phone and email

Skills Required:

- Excellent organisational skills
- Strong attention to detail – must be meticulous
- Ability to work as part of a team and on own initiative
- Qualification desirable but not essential
- Experience using Microsoft Office – in particular Excel, Outlook & Word
- 2+ years' experience in a similar position an advantage
- Strong verbal and communication skills. Good phone manner.

**Benefits:**

- Monday to Friday – no weekends
- Excellent career progression opportunities
- Full uniform provided
- Company discount

Job Status: Full Time, Permanent Position

Application Process:

Interested candidates should submit their curriculum vitae, cover letter to recruitment@dromadhire.com

Please include "**Office Administrator - [Your Name]**" in the subject line. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Dromad Hire Group Company Culture:

Dromad Hire is one of the **top** Hire & Sale companies throughout the UK & Ireland, we are a pro-active company and super focused on our customers' requirements, along with delivering the best service and backup within our industry. As a company we have a fantastic work ethic, we are committed to excellence, innovation, and customer satisfaction.

We value integrity, teamwork, and continuous improvement, and we strive to create a positive and inclusive work environment where employees can thrive and grow professionally. This is an excellent opportunity and offers an attractive salary & package to the successful candidate along with potential to progress within a *fast growing* company - in an exciting industry