



HIRE



TRAINING



SERVICE



SALES

Office Administrator & Reporting Analyst Full-Time Permanent Position

About Dromad Hire

Dromad Hire is a leading provider of plant, access and tool hire solutions throughout Ireland. As our business continues to grow, we are seeking a highly organised and commercially aware Office Administrator & Reporting Analyst to join our team.

This is a varied and rewarding role that combines office administration, business reporting and data analysis. The successful candidate will play a key role in supporting management through accurate reporting, maintaining efficient office processes, and helping the business use data to improve performance and decision-making.

The Role

The Office Administrator & Reporting Analyst will be responsible for producing management information and performance reports from our business systems while providing day-to-day administrative support across the organisation.

The role will suit a highly organised individual who enjoys working with data, has excellent attention to detail and is comfortable balancing analytical work with general business administration.

Key Responsibilities

- Reporting & Business Analysis
- Produce weekly, monthly and ad hoc management reports.
- Extract and analyse data from Syrinx, Sage and other business systems.

Prepare reports on:

- Revenue and sales performance
- Customer growth and retention
- Fleet utilisation and asset performance
- Hire rates and profitability
- Gross margins and business KPIs
- Salesperson performance and targets
- Assist management in identifying business trends and opportunities.
- Prepare management packs and board reporting information.
- Develop and maintain dashboards and reporting tools.
- Improve and automate existing reporting processes.
- Ensure accuracy and integrity of business data.



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Office Administration

- Provide administrative support to management and operational teams.
- Maintain company records and documentation.
- Assist with preparation of business correspondence and reports.
- Coordinate information requests across departments.
- Support implementation and maintenance of office systems and procedures.
- Liaise with customers, suppliers and service providers when required.
- Assist with project administration and business improvement initiatives.
- Carry out general administrative duties associated with a busy office environment.

Essential Requirements

- Minimum 2 years' experience in an office administration, reporting or business support role.
- Advanced Microsoft Excel skills.
- Strong numerical and analytical ability.
- Excellent attention to detail and accuracy.
- Strong organisational and time management skills.
- Ability to work independently and manage multiple priorities.
- Professional communication and interpersonal skills.
- Strong problem-solving ability.
- High level of IT competency and confidence using business systems.

Desirable Requirements

- Experience using Sage.
- Experience working with ERP or operational management systems.
- Experience producing KPI and management reports.
- Power BI experience.
- Power Query experience.
- Knowledge of SQL or database reporting tools.
- Experience within the plant hire, construction, engineering or equipment rental sectors.
- Experience improving or automating business processes.

Personal Qualities

The successful candidate will:

- Be highly organised and dependable.
- Take pride in producing accurate work.
- Be proactive and self-motivated.
- Enjoy working with data and identifying trends.
- Have a positive, can-do attitude.
- Be comfortable working as part of a small and growing team.
- Demonstrate initiative and a continuous improvement mindset.



What We Offer

- Full-time permanent role.
- Competitive salary based on experience.
- Opportunity to work directly with senior management.
- Exposure to business strategy and decision-making.
- Ongoing professional development opportunities.
- Opportunity to help shape reporting systems and business processes within a growing company.

Salary

Salary negotiable depending on experience and skill set.

Candidates with strong reporting, Power BI, Sage or business systems experience may command salaries at the upper end of the range.

Ideal Background

This role would suit someone currently working as a:

- Office Administrator
- Senior Administrator
- Operations Administrator
- Reporting Analyst
- Management Information Analyst
- Business Support Executive
- Commercial Administrator
- Office Manager
- Executive Assistant with strong reporting skills