

# Administrator

KILKENNY, IRELAND (SOUTH EAST REGION)



PRESENTED TO YOU BY i-RECRUIT

# Introduction

We are delighted to be recruiting for this role of Administrator with one of Europe's fastest growing engineering companies.

You would be joining a dynamic, modern and innovative organisation, who are highly regarded conservation providers.

You will be working at the highest level of technical competency. At the cutting edge, across a range of areas within Civil Engineering.





# Overview

Due to continued growth, new contracts and extensions our client has exciting opportunities for a reliable and enthusiastic Administrator in the new regional office in Kilkenny. You will join experienced teams working on Public Realm, Civil & Utilities projects across Ireland.

This is an excellent opportunity for career driven individuals to grow and develop.

An amazing opportunity to work with a great team on exciting public realm, utility, and civil engineering projects nationwide.

Opportunity to develop your skills to the highest industry standards while earning competitive salaries.

You will be part of a dynamic team that works together to deliver results and also to further develop your career.



# Personality

Your professional, proactive and organised approach, with a 'can do' attitude will serve you well.

Your excellent verbal and written communication skills, will be complements with attention to detail.

You will be comfortable working on your own initiative whilst adapting to changing deadlines. Thriving in a fast paced, process driven environment where teamwork and sharing is key to success.

You will enjoy working with a committed and experienced team guided by a highly experienced Senior Management Team who will provide you with support & development throughout each project.





# Requirements

High Proficiency in Microsoft Office.

Experience in the construction industry would be a distinct advantage.

# Responsibilities

Will include:

- Maintaining documents, records and archives.
- Data entry and analysis.
- General office administration duties.
- Attend and take minutes at meetings.



# The Package

You wouldn't expect us to disclose the salary range at this early stage, but we're very confident that we'll meet your expectations.

Our client understands the value of rewarding staff well and packages include benefits such as:

- Career Development opportunities.
- Further education.
- Opportunities to travel
- Company laptop.
- Company phone
- Flexible working environments





# Next...

If we've piqued your interest, we'd be happy to schedule a call to discuss the role in more detail. If both parties are happy to proceed, we'll get you and the client talking.

And if that goes well...welcome to your new job.



# A bit about us

We have decades of experience of recruitment, business and commerce, and it shows. Trading since 2018, we're an independent and proud Irish company, working mainly across Bulgaria, Ireland and the UK. We have developed some very smart techniques for finding key staff for our portfolio of clients. It can be hard and laborious work, but it's really effective.

But you know that already, or you wouldn't be sitting there, reading this.

We treat our candidates with a great deal of respect, and because of this, we develop strong relationships with our ever-increasing database of talent.

We never forget that we are dealing with people who are making life changing decisions. We'd be *delighted* to help you on to the next stage of your career.



[info@i-recruit.ie](mailto:info@i-recruit.ie)

[www.i-recruit.ie](http://www.i-recruit.ie)

+353 (0)86 783 5656