



Company Details Confidential



#JOB-2393015



BTN DISTRIBUTORS LIMITED, 19 Main

Street, Cashel, Co. Tipperary, E25 Y791



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



22/05/2025



19/06/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [pets@btn.ie](mailto:pets@btn.ie)



Open your camera app & point here to view this ad online



## Office Admin

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

Person required to join a busy office team. Duties to include data entry, phones, filing and all other usual office tasks. Proficiency in Microsoft Excel/Word is essential. Familiarity with Sage (creating sales orders, issuing invoices) is an advantage.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

### Career Level

- Experienced [Non-Managerial]

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Customer Service, Interpersonal Skills
- **Competency Skills:** Initiative, Teamwork
- **Specialising In:** sage;microsoft
- **Driving Licence:** None:
- **Languages:** English C2-Master (Fluent)
- **Proximity Locator Distance:** 50 Kilometres