



**BIOCORE ENVIRONMENTAL LIMITED**



#JOB-2395041



14 Parklands Office Park, Southern Cross  
Road, Bray, Co. Wicklow, A98 C6W6



No of positions : 1



Paid Position



30 hours per week



Dependent On Experience



06/06/2025



04/07/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [lmckenna@biocore.net](mailto:lmckenna@biocore.net)



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



## Office Administrator / Accounts Assistant

### 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

Job description:

Biocore is a leading Irish company in the renewables sector with a focus on Anaerobic Digestion. We are seeking a part-time Office Administrator / Accounts Assistant to join our dynamic team at the Head Office in Bray.

Duties and Responsibilities:

Managing reception, phones and emails and demonstrating excellent customer service and professionalism to visitors and stakeholders

Data entry/reconciling monthly reports

Assist with invoicing, accounts payable and all other duties assigned by the CFO

Setting up and attending meetings and taking accurate minutes

Coordinating travel arrangements and flights as required

Providing Admin support to a busy team

Taking inventory and replacing office supplies when necessary managing all filing at the office and organising files for off-site storage

Key requirements:

Bookkeeping/accounting experience preferred

Strong communication skills

Experience with office software, including Excel

High level of professionalism, integrity, and trust

Benefits:

Free parking

Annual Medical

Extensive training

Opportunity for advancement

Small supportive team

Job Type: Part-time

Pay: €21,000.00-€23,000.00 per year

Expected hours: No more than 30 per week

Benefits:

Bike to work scheme

Company events

Employee assistance program

On-site parking

Wellness program

Work Location: In person

- **Sector:** electricity, gas, steam and air conditioning supply

### **Career Level**

- Not Required