



AIRTRAKS LIMITED t/a ATC Computer

Transport & Logistics



#JOB-2399539



ATC LOGISTICS, UNIT A1, Baldonnell Bus

Pk, Dublin 22, D22 K0V1



No of positions : 1



Paid Position



24 hours per week



21000.00-24000.00 Euro Annually



26/06/2025



24/07/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://apply.workable.com/atc-driving-forward/j/417D911579/apply/>



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



Office Administrator (Part-time)

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

This Role

We are seeking an experienced and detail-oriented part-time Business Services Coordinator (Office Administrator) to support the Business Services Team. This key position ensures the smooth and efficient running of our daily office operations. The ideal candidate will bring at least 3 years of administrative experience and be highly organised, proactive, and adaptable in a dynamic work environment. This position is office-based and 24 working hours per week, reporting directly to the Senior Manager Business Services.

Job Title - Business Services Coordinator

Role & Responsibilities

Manage and maintain office supplies, equipment, and related inventory.

Manage the staff uniform process for the Dublin office and coordinate with other sites to ensure timely delivery and accurate distribution of uniform orders across Europe and internationally.

Liaise and negotiate with vendors, suppliers, and service providers to ensure cost-effective and quality services.

Process and submit invoices with accuracy for timely payment to the finance team.

Coordinate meetings, book meeting rooms, and arrange catering when required. Working closely with the housekeeping team to ensure meeting rooms are properly set up.

Maintain both electronic and physical filing systems.

Manage internal databases and ensure data accuracy.

Provide day-to-day administrative support to the Senior Manager Business Services and Security & Facilities Manager.

Provide administrative support to all departments where required.

Prepare reports, presentations, and documentation.

Support a clean, safe, and organised office environment.

Carry out other ad hoc administrative duties as required.

Assist in company projects in collaboration with the Business Services team.

Fluent English, both spoken & written.

Requirements

Minimum of 3 years' administrative experience.

Strong organisational and time management skills with the ability to multitask.

High attention to detail and commitment to accuracy.

Ability to adapt to shifting priorities and work under pressure to meet deadlines.

Strong interpersonal and communication skills.

Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint).

Capable of working both independently and as part of a team.

Professional, discreet, and committed to maintaining confidentiality.

Willingness to learn and take initiative.

The following qualifications, skills and experience would be an advantage:

Experience with MS SharePoint in a corporate environment

ISO 9001:2015 or other quality management approaches

Exposure to or interest in project management

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 4
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Collaboration, Decision Making, Problem Solving, Time Management
- **Driving Licence:** Full: B