



G & C Mackey Transport Ltd T/A Mackey

Coaches



#JOB-2406871



MACKEYS COACHES, Donickmore,

Dungourney, Co. Cork, P25 H4X0



No of positions : 1



Paid Position



20 hours per week



17.00-20.00 Euro Hourly



13/08/2025



10/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mackeycoaches@gmail.com



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



ACCOUNTS, PAYROLL AND OFFICE ADMINISTRATOR

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

Part time - 20 hours per week

Successful candidate will be expected to manage all invoices - incoming and outgoing, filing, answering phones

and creating payroll for approximately 30 staff.

Any other relevant duties which may arise.

Receiving and sending emails, operation of Excel, Word, Collsoft Payroll and Big Red Cloud accounts package.

Assisting Management with various day to day tasks.

Has to have a can do attitude, work on own initiative as well as being part of a busy team and business.

Fluent written & spoken English.

Minimum 5 years experience in a similar role.

- **Sector:** transportation and storage

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 5
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Interpersonal Skills, Personal/Social Care
- **Competency Skills:** Initiative, Management, Priority Planning, Problem Solving
- **Specialising In:** invoice processing; payroll; filing; administration; organisational skills; bank reconciliation
- **Driving Licence:** None: