



Company Details Confidential



#JOB-2407568



Rock Vision Limited, Killeenmore, Straffan,
Kildare,



No of positions : 1



Paid Position



39 hours per week



34000.00 Euro Annually



15/08/2025



12/09/2025

How to apply

Application Method :

Not available



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Operations & Data 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

Rock Vision Limited T/A Monaghan Deliveries seeking 1 Operations & Data Assistant

Main Function of the Job:

Provide administrative and data support to ensure smooth daily operations and accurate record-keeping.

Key Responsibilities:

- Input, update, and maintain operational data and records.
- Prepare reports and summaries for management.
- Assist with scheduling and coordinating deliveries.
- Communicate with drivers, suppliers, and customers to resolve queries.
- Monitor operational processes to ensure efficiency and compliance.
- Support general administrative tasks as required.

39 hours per week

€16.77 per hour

Salary €34000 per annual

Apply Via Email: s.monaghan20@gmail.com

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]