



LEETHERM INSULATIONS LIMITED



#JOB-2409688



LEETHERM, Quartercross, Fethard, Co.

Tipperary, E91 TE20



No of positions : 1



Paid Position



40 hours per week



30000.00-35000.00 Euro Annually



29/08/2025



26/09/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@leetherm.ie



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



Office Administrator (full 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

The Leetherm Group are looking to hire an Office Administrator to join our growing One Stop Shop Team in helping to deliver Deep Retrofits and a variety of Home Energy Upgrades for homeowners throughout Munster & the South/East.

Responsibilities:

Work as part of the administration team processing grant & project paperwork

Provide excellent customer service, communication & working relationship with homeowners

Manage day to day enquiries via phone, email and CRM system

Request & collect documents throughout the project and keep detailed records for each project.

General office administration

Requirements:

Excellent written & verbal communication skills

Excellent command of MS Office

Excellent organisational and time management skills

Excellent communication skills

The ability to work as part of a team in a busy and fast paced environment

The ability to work independently and prioritise your workload daily

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]