



Gilligan Black Recruitment Ltd



#JOB-2414857



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



35000.00-38000.00 Euro Annually



03/10/2025



31/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : theresa.black@gilliganblack.ie



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



Accounts Payable 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

Accounts Payable Administrator

€35k - €38k Depending on experience

Dublin 13 (in Office)

This specialist construction related business have been in growth mode for the last number of years and are continuing to develop their team further with an experience AP Administrator. You will report into the AP Supervisor and work with a team of great people.

Day to day you will look after; PO's, processing invoices, matching to PO, new supplier set up, working in SAGE, resolve queries, assist in month end close and audits, travel arrangements, and general admin duties when required.

It is essential you have no less than 2 years in an AP role and are familiar with SAGE.

If you want to grow your career in a growing company this is for you, apply with your CV for immediate consideration.

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]