



Glanua



#JOB-2415382



Navan, Co. Meath,



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



07/10/2025



04/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : recruitment@glanua.com



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



Construction - 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

The main duties and responsibilities of the Office Administrator are outlined as follows:

Receptionist duties - which includes meeting and greeting visitors & staff. Managing phone switch, presentation of reception & waiting areas, meeting rooms. Dealing with queries from new hires with the company.

Sorting & distributing mail, organisation of courier services.

Catering management – organise catering requirements for meetings.

Office Management – Managing kitchen, toilets, and services areas of office to meet company tidiness, cleanliness, and service standards. Liaising with the cleaning services providers & main services providers i.e. Intruder & Fire alarms etc.

Manage stock inventory of stationery supplies etc and generation of POs for all purchases.

General clerical and admin support to Line Manager & ad hoc general office requests. Including copying, taking notes, and making travel plans.

Liaise with IT and Plant department for drop off and collection of equipment.

Supporting the procurement activities of the business with Purchase Requisition creation when required.

Other duties as required from time to time.

Travel management – managing travel bookings for staff to include hotels, flights, car hire and manage invoicing and payments.

Supporting the Senior Leadership Team with travel bookings and administration requirements.

Preparing and booking meeting rooms

Innovation – pro actively looking for improvements and putting forward new processes for improvements for the running of office.

Knowledge, Skills and Experience:

The main knowledge, skills and experience required/desirable of the Office Administrator are

outlined as follows:

Strong communication & customer service skills

Fluency with all Microsoft products (Word, PowerPoint, Excel, Access).

Strong organisation and people skills and professionalism.

Organized and ability to meet deadlines & ability to multi-task efficiently.

Good knowledge of travel bookings and management.

Strong work ethic and taking ownership of responsibilities.

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Computer Literacy
- **Competency Skills:** Problem Solving, Teamwork, Time Management, Working on own Initiative