



**BANRACH CONSULTING ENGINEERS
LIMITED**



#JOB-2421573



Unit A7, M4 Business Park, Celbridge, Co.
Kildare, W23 YYA9



No of positions : 1



Paid Position



40 hours per week



Negotiable



20/11/2025



01/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : engineers@banrach.ie



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



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 Office Administrator is responsible for coordinating and supporting the daily operations of the office, ensuring efficient workflow, providing administrative support to project managers and engineering staff, and maintaining organized business functions. The ideal candidate is detail-oriented, proactive, and able to manage multiple priorities in a fast-paced technical environment.

Key Responsibilities

- Manage daily office operations, supplies, inventory, and equipment maintenance
- Serve as the first point of contact for visitors, clients, and vendors
- Support engineering and project teams with document control, scheduling, and correspondence
- Prepare and format reports, proposals, project documentation, and presentations
- Maintain filing systems including digital project archives and compliance records
- Assist with time tracking, expenses, and basic accounting tasks (invoices, purchase orders, receipts)
- Ensure adherence to company policies, safety compliance, and quality standards
- Handle incoming and outgoing communications including phone, email, and mail distribution

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

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

- **Languages:** English C2-Master (Fluent)