



Irish Fan Distributors



#JOB-2424030



IRISH FAN DISTRIBUTORS, Unit 623,  
Northern Ext Waterfo, Co. Waterford, X91  
XH79



No of positions : 1



Paid Position



37.5 hours per week



30000.00-40000.00 Euro Annually



09/12/2025



06/01/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@irishfandist.com](mailto:info@irishfandist.com)

Phone : 051852404



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



## Multi-Function Office & Operations Support

### 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

We are seeking a highly organised and versatile individual to support the day-to-day operations of our ventilation company. This role involves a blend of accounting duties, sales support, purchasing coordination, office administration, and payroll processing. The ideal candidate is detail-oriented, proactive, and comfortable working across multiple business functions.

#### Key Responsibilities

##### Accounting & Finance

- Process invoices, credit notes, and supplier statements
- Reconcile accounts and maintain accurate financial records
- Assist with month-end tasks and prepare basic financial reports
- Handle customer payments, aged debt follow-ups, and banking tasks

##### Sales & Customer Support

- Prepare quotations, sales orders, and commercial documentation
- Communicate with customers regarding product availability, pricing, and lead times
- Maintain customer records and support the sales team with day-to-day enquiries
- Track sales pipeline and update internal systems

##### Purchasing & Supplier Coordination

- Raise purchase orders and track delivery schedules
- Liaise with suppliers to manage pricing, stock levels, and shipment updates
- Ensure timely replenishment of materials and equipment
- Maintain accurate purchasing documentation and supplier records

#### Office Administration

Coordinate office activities, calendars, and general communications

Maintain organised digital and physical filing systems

Prepare correspondence, reports, and internal documentation

Support health & safety, compliance records, and company policies

#### Payroll & HR Support

Process weekly/monthly payroll data, timesheets, and employee records

Maintain confidentiality of all employee information

#### Skills & Experience

Strong organisational and multitasking abilities

Competent in bookkeeping and basic accounting functions

Excellent communication skills, both written and verbal

Proficiency with office software (e.g., Excel, Word, Outlook and Sage)

Ability to work independently, meet deadlines, and adapt to changing priorities

Experience in a construction, engineering, or ventilation industry is an advantage

- **Sector:** construction

#### Career Level

- Experienced [Non-Managerial]