



- LANSTEPHAN INVESTMENTS LIMITED
- #JOB-2428064
- O'CARROLL FITZGERALD PROJECT &, Unit 19, Charleville Town Ctr, Co. Cork, P56 R228
- No of positions : 1
- Paid Position
- 35 hours per week
- 28000.00 Euro Annually
- 09/01/2026
- 06/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : loraine@lanstephan.ie

Address:

Unit 17

Charleville Town Centre



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

Office Administrator

Title: Office Administrator

Location: [Charleville Town Centre, Co. Cork.]

Employment Type: Full-Time

Duration: 9 months contract

### Job Summary:

We are seeking an experienced and organised Office Administrator to manage daily administrative tasks and ensure the smooth operation of our office. This role involves handling communications, reception, financial processes, travel arrangements, and general office support.

### Key Responsibilities & Duties:

- Communication Management:
  - Answer and manage phone calls and incoming post.
- Financial Administration:
  - Collect staff subsistence and expense claims; manage petty cash.
  - Gather monthly credit card receipts when statements arrive and post transactions to Sage.
- Office Supplies & Consumables:
  - Manage monthly consumables and order stationery and office supplies.
- Project & Job Management:
  - Prepare job quotations on the system and issue job numbers.
  - Store project-related information as required.
- Travel & Meetings:
  - Book travel and accommodation for staff.
  - Set up conference calls and assist with meeting arrangements.
- Documentation & Reporting:
  - Complete trackers as required.

- o Maintain PSAF forms and audit logs.
- o Handle printing and document preparation as needed.
- General Administration:
- o Perform other administrative duties to support office operations.

**Qualifications & Skills:**

- Previous experience in office administration or a similar role is a requirement.
- Strong organisational and multitasking skills.
- Proficiency in MS Office Suite and familiarity with accounting software (e.g., Sage).
- Excellent communication and interpersonal skills.
- Ability to work independently and maintain confidentiality.

**Education & Experience:**

- Leaving certificate or equivalent, and (additional qualifications in administration or finance are an advantage).
- Minimum 2 years of relevant experience.

**Please Note:** All applicants must be Fluent in English

Live in Ireland

be an EU citizen or

Holder of a Stamp 4 work permit.

- **Sector:** administrative and support service activities

**Career Level**

- o Experienced [Non-Managerial]

**Candidate Requirements**

(Essential)

- o **Minimum Experienced Required (Years):** 2

(Desirable)

- o **Ability Skills:** Computer Literacy, Customer Service, Interpersonal Skills
- o **Competency Skills:** Flexibility, Initiative, Problem Solving, Working on own Initiative
- o **Specialising In:** office admin
- o **Languages:** English C2-Master (Fluent)
- o **Proximity Locator Distance:** 50 Kilometres