



GMAC Haulage Limited

#JOB-2429621

Drumany Lodge, Drumany, Letterkenny, Co. Donegal, F92 RWC7

No of positions : 1

Paid Position

40 hours per week

Dependent On Experience

19/01/2026

16/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : accounts@gmachaulage.com



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

Reliable and organised Office administrator to support daily office operations. The office administrator will handle a variety of tasks including clerical support, record keeping and communication. Duties will include Answering and directing telephone calls, emails and other correspondence, Maintaining Filing systems.

- **Sector:** transportation and storage

Career Level

- Entry Level