



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](mailto: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