



IPD CONSTRUCTION LIMITED



#JOB-2431324



Pallaskenry, Co. Limerick,



No of positions : 1



Paid Position



37.5 hours per week



30000.00-35000.00 Euro Annually



28/01/2026



25/02/2026

### How to apply

#### Application Method :

Please apply to the vacancy by the following means:

Email : [admin@ipdconstruction.ie](mailto:admin@ipdconstruction.ie)



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



## Office Administrator - Construction Industry

### 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

IPD Construction Limited is part of the Roche Group, a diversified Irish enterprise with over 40 years of experience in construction, property, hospitality, and retail. Following major international projects, the Roche Group is now relaunching onto the Irish market with renewed focus on housing building. Joining IPD Construction means becoming part of this ambitious growth story, with long-term career prospects in a dynamic, expanding organisation.

#### Principal Duties and Responsibilities:

- Overseeing daily office operations, managing office supplies and inventory.
- Administrative support for site personnel.
- Acting as first point of contact for Customers, and handling all incoming and outgoing correspondences, including general email enquiries, phone calls and post.
- Co-ordinating with site foreman regarding collections & deliveries daily.
- Performing basic bookkeeping, processing invoices when or if requested from Accounts

#### Department

- Assisting with HR support.
- Ad hoc tasks and projects as required by the Office management.
- Assisting the department with holiday cover as required.

#### Required Skills / Qualifications:

- Minimum of 1 year experience in a similar role.
- Construction Industry experience an advantage.
- Excellent organisational and communication skills.
- Must be willing to work as part of a team.
- Fluent written and spoken English is required for this role
- Excellent teamwork and interpersonal skills.
- Legal right to work in Ireland

#### Benefits:

- Competitive salary: €30,000 - €35,000 DOE
- Pension under MyFutureFund

- 20 Days Annual Leave

No agencies please – CV with cover letter to [admin@ipdconstructorn.ie](mailto:admin@ipdconstructorn.ie).

Legal right to work in Ireland as no sponsorship will be offered.

- This vacancy is suitable for Remote/Blended working
- **Sector:** construction

### **Career Level**

- Entry Level

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Customer Service
- **Competency Skills:** Flexibility, Teamwork
- **Specialising In:** office administration