



Irish Creamery Milk Suppliers Association



#JOB-2431875

IRISH CREAMERY MILK SUPPLIERS , John



Feely House, Old Dublin Rd, Limer, Co.

Limerick, V94 KX38



No of positions : 1



Paid Position



35 hours per week



Dependent On Experience



30/01/2026



27/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : admin@icmsa.ie



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



Business Support Officer

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

About us

The Irish Creamery Milk Suppliers Association (ICMSA) is a farm organization with 16,000 members established 76 years ago and represents all farmers in particular dairy and livestock farmers by representation and lobbying at local, national and EU levels. As part of the Association's team dedicated to supporting members and the research, formulation and implementation of farm, rural and related policy matters, ICMSA wishes to appoint a permanent full time Business Support Officer.

Responsibilities:

Reception duties, email, mail drops and other correspondence.

Provide professional administrative support to members of the ICMSA, including calendar management, meeting coordination and agenda preparation.

Monitor/process/verify members database to ensure membership is accurate.

Prepare weekly/monthly transaction reconciliation reports.

Prepare reports and briefing materials for internal and external use.

Support the Media department with social media strategies across platforms (e.g., LinkedIn, Instagram, Facebook, X, TikTok). Create, schedule, and manage engaging content (posts, stories, reels, videos)

Identify and implement system/process improvements.

Support other departments with administrative tasks as needed.

Requirements:

You must have 5+ years administration or accounts experience with advanced IT proficiency – Microsoft Office is essential.

Organised, proactive, and able to manage conflicting demands.

Previous experience and ability to meet deadlines and work under pressure.

Corporate social media experience is desirable.

High attention to detail and accuracy.

Quick to learn new software and committed to continuous improvement.

Discretion and confidentiality.

Salary & Benefits:

Competitive salary.

Company pension scheme.

Life Insurance & Income Protection.

21 days annual leave plus 3 company privilege days

Work Location: In person

Hours: Monday – Friday 9am – 5pm.

- **Sector:** agriculture, forestry and fishing

Career Level

- Experienced [Non-Managerial]