



Company Details Confidential



#JOB-2434458

DEERPARK KNITWEAR, Mooreabbey



Demesne, Monasterevin, Co. Kildare, W34

YY48



No of positions : 1



Paid Position



39 hours per week



32.00-39.00 Euro Hourly



17/02/2026



17/03/2026

How to apply

Application Method :

Not available



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



Senior 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

Workflow Management: Oversee daily office operations and administrative systems across our three core business divisions.

Financial Support: Assist with invoicing, credit control, and coordinating with the accounts department.

Payroll & HR: Manage weekly payrolls and oversee general HR queries

Customer Excellence: Act as the primary lead for high-level enquiries regarding our fashion and uniform labels.

Team Coordination: Support the leadership team with scheduling, reporting, and internal staff communications.

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Communications, Customer Service
- **Competency Skills:** Initiative, Teamwork, Time Management, Working on own Initiative
- **Specialising In:** payroll
- **Languages:** English C2-Master (Fluent)

