



Keltech Engineering Ltd



#JOB-2435729



Unit 37-38, Waterford Ida, Cork Road,
Waterford, Co. Waterford,



No of positions : 1



Paid Position



39 hours per week



35000.00 Euro Annually



25/02/2026



25/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@keltech.ie



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



Office & Payroll 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

Keltech a contract manufacture based in Waterford City are seeking a highly organised and detail-orientated Office & Payroll Administrator to support our HR department. This role combines HR administration, general administration and payroll processing within a fast-paced environment. An active presence on the production floor is required as part of this position.

Please note this role is fully onsite at Keltech premises.

Key Responsibilities:

Reporting:

Update daily, weekly, and monthly operational reports

Maintain accurate data records to support reporting requirements

HR & Administration

Maintain accurate attendance records on the HR system

Maintain and update employee records

Support the administrative aspects of performance management documentation

Assist in the preparation and completion of Return to Work processes

Prepare forms, letters, and other documentation as requested

Maintain organised filing and scanning processes

Ensure strict confidentiality at all times

Operations Support

Process and track orders for PPE, uniforms and related supplies

Payroll & Finance

Prepare and process weekly payroll for up to 200 employees

Ensure payroll accuracy, including hours, overtime and deductions

Track and monitor monthly HR budgets

Prepare payroll-related reports as required

Other ad hoc duties as requested by direct manager.

Requirements:

2+ years administrative experience in a fast-paced environment (essential)

2+ years experience in payroll processing (essential)

High level of accuracy and attention to detail

Strong organisation and time management skills

Proficient in Microsoft Excel (essential)

Experience with use of systems

Ability to handle confidential information professionally

Comfortable working within a production/manufacturing environment

Fluency in oral and written English is essential

You may also apply by sending your CV to careers@Keltech.ie

Visit our website: www.keltech.ie for more information on what we do.

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy
- **Competency Skills:** Initiative, Time Management