



Company Details Confidential



#JOB-2437086

TECH REFRIGERATION LIMITED, Unit 7-9,



Northwest , Northwest Bus Pk, Dublin 15, D15

H367



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



05/03/2026



02/04/2026

## How to apply

### Application Method :

Not available



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



## Service 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

We are a leading nationwide Refrigeration / HVAC contractor based in Dublin and we are looking to strengthen our customer service admin team with the addition of an experienced service administrator. The ideal candidate would have a proven track record in managing and co-ordinating client accounts and activities.

The Service Administrator will be based in our Head Office at Blanchardstown.

Duties will include:

- Carry out administration for existing and new service clients
- Co-ordination with other departments
- Contracts / Projects
- Sales
- Accounts
- Assign, schedule, co-ordinate, edit and close service jobs
- Check all jobs for follow up works
- Liaise with field service engineers
- Prepare quotations and estimates
- Co-ordinate purchasing of parts, components and equipment
- Process and issue sales invoices
- Compile all client specific reports and files
- Oversee housekeeping of AFS (online service system)

Requirements:

- Proven Experience in Customer facing role
- Proven Experience with standard IT packages eg Microsoft
- Excellent language (written and oral) skills
- Excellent numeracy skills
- Proven track record of working in a team
- An understanding of Commercial and Business requirements
- Ability to work in a fast paced environment
- Experience of Working in Ireland

Personal Attributes:

- Excellent communication skills
  - Excellent interpersonal skills
  - Excellent IT knowledge and skills
  - Works on own initiative
  - Proactive
  - Responsible
  - Confident
  - Energetic, consistent and reliable
- **Sector:** electricity, gas, steam and air conditioning supply

**Career Level**

- Experienced [Non-Managerial]