



Flogas Ireland Ltd



#JOB-2438057



Two, the Grn, Dublin Airport C, Dublin Airport,
Swords, Co. Dublin, K67 E2H3



No of positions : 1



Paid Position



37.5 hours per week



30000.00-40000.00 Euro Annually



11/03/2026



08/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@flogas.ie



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



Technical 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

About the role:

The Technical Administrator is responsible for the administration, coordination, and record management of customer LPG tanks and associated equipment. The role ensures that testing, maintenance, tank exchanges, and certification are planned, completed, and accurately recorded in line with Irish regulatory requirements.

The position also provides day-to-day administrative and technical support to the Technical and Customer Engineering departments.

Key Responsibilities:

Coordinate, administer, and track testing and periodic inspections of customer LPG tanks to ensure safety and regulatory compliance.

Schedule and monitor planned and reactive maintenance activities, liaising with field technicians and contractors to ensure timely completion.

Manage the administration of tank exchanges, removals, and replacements, ensuring seamless service for customers.

Maintain accurate and up-to-date records of tank locations, specifications, inspection dates, and service history.

Control and maintain all customer tank certification and compliance documentation, including:

Test certificates

Inspection records

Maintenance and repair documentation

Ensure all certifications are current and compliant with Irish and EU LPG regulations.

Act as a central point of contact for technicians, contractors, and internal teams, ensuring clear communication, scheduling, and follow-up.

Support process improvement initiatives to enhance the efficiency of tank administration and record management.

Assist in reporting and audit activities, providing accurate and timely information for internal and external stakeholders.

Respond promptly to customer enquiries regarding tank inspections, maintenance, or exchanges, providing accurate guidance and reassurance.

Candidate Profile:

The ideal candidate will be a highly organised and detail-oriented professional with experience in administrative roles within technical or regulated environments. They will be confident in coordinating multiple operational activities, maintaining accurate records, and ensuring compliance with all applicable regulations. Excellent communication skills are essential, as the role requires regular interaction with customers, field technicians, contractors, and internal teams. Experience in LPG, utilities, or energy sectors is highly desirable, along with a proactive approach to process improvement and problem-solving.

About Flogas:

Part of the DCC Group, Flogas Ireland was established in 1978 supplying Liquefied Petroleum Gas (LPG) throughout the island and to this day remains one of the leading suppliers in Ireland, servicing a diverse range of market sectors, including commercial, agricultural, and domestic.

Over the years, Flogas has evolved and grown as an Energy business, and with the acquisition of Budget Energy, based in Derry, and Flogas Enterprise Solutions, we are now also a leading supplier of Natural Gas and Electricity, as well as Renewables, including Corporate Power Purchas

- This vacancy is suitable for Remote/Blended working
- **Sector:** electricity, gas, steam and air conditioning supply

Career Level

- Experienced [Non-Managerial]