



Company Details Confidential



#JOB-2441640

TRACTAMOTORS BLANCHARDSTOWN LT,



Main Street, Blanchardstown, Dublin 15, D15

AX2N



No of positions : 1



Paid Position



39 hours per week



36700.00 Euro Annually



07/04/2026



05/05/2026

How to apply

Application Method :

Not available



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



Operations & Data Assistant

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

Tractamotors (blanchardstown) Ltd, Main Street Blanchardstown Dublin 15 D15AX2N

Is seeking for 1 Operations & Data Assistant.

Main Duties and Responsibilities:

- * Input, update, and maintain operational data and records to ensure accuracy and reliability in reporting and decision-making.
- * Prepare detailed reports and summaries for management to facilitate informed strategic planning and operational assessments.
- * Assist in scheduling and coordinating deliveries, ensuring timely and efficient logistics operations.
- * Act as a point of contact for suppliers and customers, addressing queries and resolving issues promptly to maintain service quality.
- * Monitor operational processes to ensure efficiency and compliance with company policies and regulations.
- * Provide general administrative assistance as needed to support various functions within the organization.

Contract type: 24 Months / Permanent full-time

39 hours per week / Annual Salary: €36700 / €18.10 per hour

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]