



P. Ferguson & Sons Ltd.



#JOB-2443190



Multiple Locations



No of positions : 2



Paid Position



37.5 hours per week



Dependent On Experience



16/04/2026



04/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@fergusonfuels.co.uk](mailto:info@fergusonfuels.co.uk)



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



## 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

Multiple Locations :

- FERGUSON'S, Grv Service Strn, Bunnamayne, Bridge End, Co. Donegal, F93 P6VE
- 

General office administration and clerical duties. Answering phone calls and handling customer enquiries. Maintaining records and filing systems, cash and bank reconciliation and VAT submissions. Assisting with invoicing and basic accounts tasks. Supporting day-day office operations.

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

### Career Level

- Not Required