



Trainor Transport



#JOB-2443526



TRAINOR TRANSPORT, Carrickcarnan,
Ravensdale, Co. Louth, A91 YY5R



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



17/04/2026



15/05/2026

How to apply

Application Method :

Not available



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



Maternity Cover - Administrator/Accounts 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

We are seeking an organised and reliable individual to join our busy transport company on a maternity cover basis. This varied role will involve supporting the day-to-day administration of the office, including transport paperwork, customer accounts, and general accounts duties.

Key Duties:

- General office administration and data entry
- Maintaining transport records, paperwork, and spreadsheets
- Processing driver and delivery documentation
- Inputting purchase invoices and raising sales invoices
- Reconciling customer accounts and credit control
- Monitoring costs such as fuel and tolls
- Preparing accounts to VAT return stage
- Filing, scanning, and other ad hoc duties as required

Ideal Candidate:

- Previous administration or accounts experience
- Strong organisational skills and attention to detail
- Good IT skills, including Microsoft Office
- Ability to manage workload and meet deadlines
- Experience in transport or logistics would be an advantage but not essential

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Financial
- **Compentency Skills:** Initiative, Teamwork, Working on own Initiative
- **Languages:** English C2-Master (Fluent)