



Company Details Confidential



#JOB-2451997



204 Barrack, Carlow, Co. Carlow,



No of positions : 2



Paid Position



39 hours per week



37000.00 Euro Annually



10/06/2026



08/07/2026

How to apply

Application Method :

Not available



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Operations 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

Job Title: Operations Administrator

Company: Nawaab Ventures Ltd T/A Bombay Diner

Location: 204 Barrack, St Carlow, Co. Carlow, Carlow, Ireland

Job Type: Full-Time, Permanent

Hours: 39 hours per week

Salary: € 37,000 per annum (€711.54 per week / €18.24 per hour)

We are seeking a motivated, organised, and tech-literate Operations Administrator to join our team. The successful candidate will support the company's daily administrative, technical, and operational activities. This role is ideal for someone who is proactive, detail-oriented, and capable of working independently in a fast-paced business environment. The main focus of the role is to manage business systems, digital ordering platforms, backend operational data, and routine technical support. The successful candidate will work closely with management to ensure smooth day-to-day operations, accurate reporting, updated digital content, and efficient internal workflows.

Key Responsibilities

Maintain on-site business hardware, including network routers, terminals, printers, and other operational equipment.

Provide prompt troubleshooting support for day-to-day technical and system-related issues.

Generate, review, and analyse regular sales reports from digital ordering systems to monitor performance across restaurant and takeaway channels.

Manage and maintain the company's online business profiles, website content, and digital ordering platforms.

Carry out routine backend system updates, including menu changes, pricing adjustments, promotional campaigns, and discount code management.

Coordinate and update visual layouts, text content, and formatting for online displays, menus, and promotional materials.

Support staff onboarding by training new employees on operational software, internal ordering systems, and digital workflows.

Act as the main point of contact for external technical support providers, software vendors, and operational suppliers.

Minimum Requirements

Minimum of 1 year of experience in operations administration, IT support, business systems, or a similar administrative role.

Strong organisational skills with the ability to work independently and manage multiple operational tasks efficiently. Hands-on familiarity with digital business platforms, online ordering systems, content updates, and routine system administration.

Practical troubleshooting skills with a good understanding of local networks, business hardware, and operational systems.

Excellent interpersonal and communication skills, with the ability to support staff training and coordinate effectively with third-party vendors and service providers.

Strong attention to detail and the ability to work effectively in a busy, fast-paced operational environment.

How to Apply

Interested candidates are invited to submit their CV and a brief cover letter outlining their relevant experience.

- **Sector:** accommodation and food service activities

Career Level

- Managerial

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 7 (incl Diploma & Ordinary Bachelor Degree)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Sales/Marketing
- **Competency Skills:** Decision Making, Initiative, Networking