



CANTWELL ELECTRICAL ENGINEERING
LIMITED



#JOB-2453396



CANTWELL ELECTRICAL ENGINEERIN,
Graigue, Urlingford, Co. Tipperary, E41 C4V8



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



15/06/2026



13/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : careers@cantwell.ie



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



Invoice & Payroll Administrator (Maternity Cover – 9 Months)

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

The Invoice & Payroll Administrator will support the day-to-day financial administration of the business, with responsibility for invoicing, payroll assistance, and general accounts administration.

This role is critical to ensuring accurate and timely customer billing, maintaining financial records, and supporting payroll processing in line with company procedures.

Key Skills and Experience:

Previous experience in an accounts/admin/invoicing role

Exposure to payroll processing (desirable)

Strong attention to detail and accuracy

Excellent organisational and time management skills

Ability to manage multiple tasks and meet deadlines

Strong communication skills (internal and customer-facing)

Experience with accounting systems and Excel

- **Sector:** water supply; sewerage, waste management and remediation activities

Career Level

- Experienced [Non-Managerial]