



EBO HOME RESCUE LIMITED



#JOB-2459445



Centre Park Road, Cork, Co. Cork,



No of positions : 1



Paid Position



40 hours per week



Competitive



21/07/2026



18/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : mike@bceg.ie



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

We are a civil engineering and construction company delivering high-quality projects in the Munster region.

Your dual focus will be managing company accounts and coordinating schedules. This role links our engineering site teams, suppliers, and clients.

Key Responsibilities:

Bookkeeping & Financial Administration: Maintain accurate financial records using our accounting package. Process supplier invoices, delivery dockets, and subcontractor applications. Reconcile bank statements, credit cards, and supplier accounts monthly management accounts. Manage Relevant Contracts Tax (RCT) and VAT returns via ROS. Prepare weekly or monthly payroll and manage employee expense claims. Track project-specific costs against established construction budgets. **General Office Management:** Act as the first point of contact for clients, subcontractors, and suppliers. Manage incoming phone calls, emails, and postal correspondence. Order office supplies, PPE, and stationery to maintain inventory levels. Implement and maintain organised cloud and paper filing systems.

Requirements & Qualifications:

Experience: Minimum 2–3 years of administration experience in construction or engineering.

Bookkeeping: Proven experience with Irish payroll, RCT, VAT, and ROS. **Software:** Proficiency in accounting software and MS Office (Excel, Word, Outlook). **Skills:** Strong scheduling, multitasking, time-management, and communication abilities an advantage.

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** No Qualification **OR** Bookkeeping accounts
(Desirable)
- **Ability Skills:** Administration, Financial
- **Competency Skills:** Negotiation, Problem Solving, Teamwork, Working on own Initiative