



RED CHAIR RECRUITMENT LIMITED

KERRY



#JOB-2459665



91 New Street, Killarney, Co. Kerry, V93 R96C



No of positions : 1



Paid Position



40 hours per week



45000.00 Euro Annually



22/07/2026



19/08/2026

How to apply

Application Method :

Not available



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



Office Manager

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

Our client, a well-established and expanding construction company based in North Kerry, is presently recruiting for an Office Manager. You will oversee the smooth day-to-day running of office operations for a company employing approximately 35 staff across both permanent and contract roles. This is a varied role suited to someone who enjoys supporting multiple departments and playing a key role in the success of the business.

Key Responsibilities:

- Manage the day-to-day operations of the office and ensure efficient administrative processes.
- Coordinate company correspondence, phone calls, emails, and visitor reception.
- Maintain employee records, company documentation, and filing systems.
- Support management with scheduling, meetings, and general office coordination.
- Assist with HR administration, onboarding, and staff communications.
- Oversee accounts payable and receivable processes.
- Assist with payroll preparation and liaise with external payroll providers where required.
- Process invoices, supplier statements, and purchase orders.
- Monitor and reconcile company expenses and financial records.
- Support management and external accountants with financial reporting and compliance requirements.
- Maintain construction project documentation, contracts, and compliance records.
- Ensure documentation is accurate, up to date, and easily accessible.
- Coordinate insurance, certifications, licences, and regulatory documentation.
- Support project teams with document management and reporting requirements.

Qualifications & Experience:

- Minimum 3 years' experience in an Office Manager or similar role is essential.
- Previous experience within the construction, engineering, manufacturing, or similar project-based environment is highly desirable.

- Good financial administration and bookkeeping knowledge.
- Ability to work independently while supporting a collaborative team environment.

- **Sector:** construction

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 3

(Desirable)

- **Ability Skills:** Administration, Financial
- **Competency Skills:** Management, Problem Solving
- **Specialising In:** administration; payroll; invoicing; accounts payable; accounts receivable; purchase orders; licenses; document control