



Company Details Confidential



#JOB-2462846



Jordanstown, Lusk, Co. Dublin, K45 K510



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



06/08/2026



03/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : horantransport@gmail.com



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



Front 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

John Horan Transport is a busy and growing truck road transport and vehicle workshop company seeking an experienced and organised Front Office Administrator to manage all day-to-day office operations and provide excellent support to our transport and workshop teams.

Key Responsibilities

Manage the front office and serve as the first point of contact for customers, drivers, suppliers, and visitors.

Answer and direct telephone calls, emails, and other enquiries professionally.

Schedule workshop bookings and coordinate vehicle maintenance appointments.

Prepare invoices, quotations, purchase orders, and other administrative documents.

Maintain accurate records of fleet vehicles, maintenance schedules, and workshop activities.

Process paperwork relating to transport operations, drivers, and vehicle compliance.

Handle filing, data entry, and document management.

Assist with payroll administration, timesheets, and general accounts support.

Coordinate office supplies and ensure the smooth running of office functions.

Support management with reporting and other administrative duties as required.

Requirements

Previous experience in an administration, office management, or receptionist role.

Strong organisational and multitasking skills.

Excellent communication and customer service abilities.

Good computer skills, including Microsoft Office (Word, Excel, Outlook).

Ability to work independently and prioritise workload effectively.

Experience in the transport, logistics, fleet, or automotive industry would be an advantage.

Professional, reliable, and detail-oriented approach.

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Computer Literacy
- **Competency Skills:** Flexibility, Teamwork
- **Specialising In:** office administration; service advisor; truck industry
- **Languages:** English C2-Master (Fluent)