



GLEESON STEEL & ENGINEERING LIMITED



#JOB-2464583



GLEESON STEEL & ENGINEERING,

Knockboy, Gortnahoe, Thurles, Co. Tipperary,

E41 YN63



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



18/08/2026



15/09/2026

How to apply

Application Method :

Not available



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online



Office Administrator – Purchasing & Stores

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

Location: Gleeson Steel & Engineering Tipperary

Job Type: Full-time

We are looking for a motivated, organised, and computer-literate Office Administrator to join our Purchasing & Stores department. This is a varied role that requires excellent organisational skills, attention to detail, and the ability to work efficiently in a busy office environment.

Key Responsibilities

- Process purchase orders and supplier invoices.
- Maintain accurate purchasing and stores records.
- Monitor stock levels and assist with inventory control.
- Liaise with suppliers regarding quotations, orders, deliveries, and any discrepancies.
- Update and maintain spreadsheets, databases, and internal systems.
- Prepare reports and documentation as required.
- Answer telephone calls and respond to emails professionally.
- File and maintain office records, both electronic and paper-based.
- Support the Purchasing Manager and Stores team with daily administrative tasks.
- Assist with scheduling, data entry, and general office duties.
- Ensure accurate record keeping and compliance with company procedures.

Skills & Experience

- Strong computer skills, including Microsoft Office (Excel, Word, Outlook).
- Excellent organisational and time management skills.

- High level of accuracy and attention to detail.
- Good communication and interpersonal skills.
- Ability to prioritise workload and work independently.
- Previous office administration experience is preferred but not essential.
- Experience in purchasing, stores, stock control, or an engineering/manufacturing environment is an advantage but not essential.

- **Sector:** manufacturing

Career Level

- Entry Level