



Yellow Furze Nurseries Ltd



#JOB-2464753



Seneschalstown, Beauparc, Navan, Co.

Meath, C15 P8NT



No of positions : 1



Paid Position



39 hours per week



32000.00 Euro Annually



19/08/2026



16/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jimmy@yellowfurze.com



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



OFFICE ADMINISTRATOR / ACCOUNTS ASSISTANT

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

OFFICE ADMINISTRATOR / ACCOUNTS ASSISTANT

Location: Beauparc, Co. Meath

Salary: €32,000 per year

Hours: Full-time

We are a busy wholesale plant nursery based in Beauparc, Co. Meath, and we are looking for an organised, reliable and computer-literate person to join our team in a full-time Office Administrator / Accounts Assistant role.

This is a varied position supporting the day-to-day administration of the business.

Key responsibilities:

Answering and directing incoming phone calls

Dealing with customers and suppliers

Entering customer and supplier invoices into QuickBooks Online

General data entry and office administration

Organising and filing paperwork

Maintaining paper and electronic filing systems

Using Microsoft Excel and Word regularly

Preparing documents, spreadsheets and correspondence

Keeping office records organised and up to date

Assisting with general administration throughout the business

The ideal candidate will:

Be highly organised with excellent attention to detail

Be confident and comfortable using computers

Have good knowledge of Microsoft Excel and Word

Have good communication and telephone skills

Be comfortable working with figures, invoices and paperwork

Be reliable, professional and able to work independently

Have a positive attitude and be willing to learn

Previous experience with QuickBooks Online, bookkeeping or office administration would be an advantage, although training can be provided

What we offer

€32,000 per year

Full-time, permanent position

Monday–Friday 8am to 4.30pm.

A friendly and supportive working environment

A varied role within an established wholesale horticultural business

Opportunity to become an important part of the administration of the business

Location: Beauparc, Co. Meath

If you are organised, hardworking and enjoy working in a busy office environment, we would love to hear from you.

Please send your CV and a short introduction to jimmy@yellowfurze.com

Previous administration, accounts or horticultural experience would be an advantage.

Career Level

- Entry Level