



WEST TECH PRECISION LIMITED



#JOB-2465047

WEST TECH PRECISION LTD., Unit 5,



Glennascaul Manufact, Deerpark, Oranmore,

Co. Galway, H91 WF90



No of positions : 1



Paid Position



18 hours per week



To be Confirmed



20/08/2026



17/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : accounts@westtechprecision.ie



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



Office Administrator - Maternity Leave Cover

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

Maternity Leave Cover – Part-Time Office Administrator

West Tech Precision is seeking a reliable and organised individual to join our team on a part-time basis to cover maternity leave.

Working Hours:

9:00am – 3:00pm

Maximum of 3 days per week

Working days can be flexible and agreed with the successful candidate, depending on availability and business requirements.

Key Responsibilities:

Answering and managing incoming telephone calls

Responding to emails and general correspondence

Processing purchase orders (POs)

Entering purchase orders onto our system

Creating and managing job cards

Carrying out general office and administrative duties

Providing day-to-day administrative support to the team

Experience and Training:

Previous office administration experience would be an advantage, but is not essential. Previous experience with QuickBooks would also be an advantage.

Experience with our purchase order system or job management software is not required, as full training will be provided.

We are looking for someone who is organised, reliable, professional, and comfortable working independently as well as part of a team.

This is an on-site position. Remote working is not available.

• **Sector:** manufacturing

Career Level

- Not Required