



BOS MANAGEMENT LIMITED



#JOB-2469539



UNIT 204, Northwest Bus Pk, Ballycoolin,
Dublin 15, D15 DPE0



No of positions : 2



Paid Position



40 hours per week



Competitive



10/09/2026



08/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@bosmanagement.com



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



Warehouse/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

This role covers a variety of functions across various disciplines within our busy order processing department. It involves data processing using our highly acclaimed software system for both stock control and for order processing and input. There is also a requirement to complete spreadsheets and perform various routines such as mail merges and print file completions. Coupled with this will be some hands on order processing within our dedicated fulfilment offices. Ideally we require a candidate with good Microsoft office skills in particular Microsoft excel and an individual with an ability to pay close attention to detail. There is potential for further development and advancement opportunity within the company.

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

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** No Qualification
- **Languages:** English B1-Intermediate

(Desirable)

- **Ability Skills:** Administration, Analytical, Customer Service
- **Competency Skills:** Time Management, Working on own Initiative
- **Specialising In:** microsoft excel