



Ref: 1814 – Administrative Assistant

Fingleton White is recruiting an Administrative Assistant to be located in their head office in Portlaoise. Fingleton White provides engineering services to the energy industry throughout Ireland and the UK. It operates across multiple sectors including gas, CHP, biofuels, water and telecoms.

Position: Administrative Assistant

Experience: Minimum 3 years relevant experience.

Duties: The role will incorporate the following duties:

- Administrative support for directors, managers and engineers in all three offices (Portlaoise, Dublin & Cork)
- Administration of time recording system
- Managing utility accounts
- Stationery and consumable ordering
- Organising two corporate events a year
- Managing all forms of incoming communications (letters, phonecalls, emails, visitors). Replying, taking action, filing and forwarding where appropriate.
- Ad hoc requests as they arise
- This role may provide the opportunity to work with the accounts department

Key Skills Required:

- Strong multi-tasking and excellent organisational capabilities
- Have the ability to prioritise tasks and be used to working on your own initiative
- Good working IT knowledge – with Excel, Word, Outlook and Time Recording systems abilities

Job Type: Full-time or Part-time

To apply please email your CV, quoting the reference number above, to careers@fingleton.ie before 5pm 20th September 2018