



Office Administrator

Office administrator role split between transport and finance teams reporting to the Financial Controller. We are currently seeking an enthusiastic and driven Office Administrator to join our Team where attention to detail and the needs of our customers are of paramount importance.

Duties include:

- Maintenance of fleet to include service schedule motor tax & CVRT
- Raise purchase orders for transport expenses.
- Maintenance of vehicles listed on Fleetmatics to include maintenance reports
- Liaise with delivery drivers to ensure all sales jobs are completed daily
- Liaise with all departments to resolve transport queries as they arise
- Point of contact for motor insurance claims. Follow up on any accident/claims daily/weekly
- Record vehicle checklists Daily to Relevant Folders
- Run various transport reports to monitor driving behaviour, fuel efficiency, toll charges
- Monitor cost versus budget monthly
- Support to Accounts Payable team to include processing, direct debit collections &
- general administration in finance team

Requirements:

- Excellent organisational skills, with particular attention to detail
- A strong ability to multi task, with excellent time management skills
- Proven track record of meeting deadlines
- At least 2 years administration experience is required
- Ability to work on one's own initiative, whilst also being able to take direction
- Be fully computer literate – strong Microsoft Office, Navision desired but not essential
- 1-2 years administrative experience
- Good Level of computer literacy, particularly Excel, Word and Outlook
- Take ownership, once assigned a task own it

Please apply to Deirdre Byrne on dbyrne@laroussefoods.ie