

### Job Title:

General Administrator (Full-Time and Fixed-Term contracts available)

### Job Overview:

An opportunity has arisen for a proactive and enthusiastic General Administrator to join our team in Gweedore Business Park. Fáisc Miotail Éireann (Irish Pressings) is the Irish Engineering Manufacturing Team of the Year and operates to the highest quality and efficiency standards in the industry.

### Job Duties:

The role will evolve over time but at its' core will involve:

- General administrative functions in a fast-paced manufacturing environment
- Data entry and management of information, spreadsheets, databases for various job areas including Quality, Production and Sales.
- Routine administrative practices including drafting documents, printing, scanning, email activity, etc.
- Supporting Line Management in general admin duties that may include recording notes, typing up minutes during meetings, etc.
- Assist with preparation of documentation for Quality, Production and other relevant Departments (e.g. work instructions, checklists, documentation for quality checks, etc.)
- Supporting the quality department in all the administrative duties required to maintain the quality management system throughout the business.

### Job Requirements:

- Preferably experienced in an administrative role;
- The role requires strong knowledge of all MS Office packages.
- Excellent oral and written communication skills;
- Ability to work both on own initiative and as part of a team is essential;
- Strong work ethic with a proactive approach is critical;
- Ability to work in a fast-paced environment;
- Agile and open-minded in approach to work;
- Excellent organisational skills/ability to prioritise work;
- Excellent interpersonal skills and ability to work in a team environment;

### Job Details:

- This role will involve a 39-hour week Monday to Friday.
- Salary will be competitive to attract the right candidate and will be commensurate with the level of experience and qualifications of the candidate.

Interested parties should submit their application/CV to [hr@irishpressings.com](mailto:hr@irishpressings.com)