

We are currently inviting applications for an Office Administrator role to join our team. This is a permanent role.

## Requirements

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and logistics software.
- Strong organisational and multitasking skills
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Strong attention to detail and problem-solving skills
- Experience handling invoices, payroll, or data entry
- Fluent English & legal right to work in Ireland



## Responsibilities

- Managing daily office operations, including answering calls and emails
- Processing delivery documentation, including invoices, manifests, and proof of delivery (POD)
- Liaising with drivers, customers, and suppliers to coordinate deliveries
- Handling customer queries and complaints professionally and efficiently
- Ordering office and vehicle supplies as needed
- Supporting management with reports and administrative tasks

## Employee Benefits

- Opportunities for career progression
- Possible training programs
- Pension scheme
- Paid holidays
- On-site parking
- Uniform provided
- Supportive team environment

## How to Apply

If you are interested in joining GlenHaze, we'd love to hear from you. To apply, please send your CV and a brief cover letter to [info@glenhazedistribution.com](mailto:info@glenhazedistribution.com) or call us at +353 1 123 4444 for more information. Our team is happy to assist with any questions about the role or application process. Take the next step in your career with GlenHaze today!