

Retail Office Administrator

Company: Art From Ireland Ltd

Location: Hollywood, County Wicklow W91 EY40 ☎045 864691

Job post summary:

Pay: €30,000.00-€35,000.00 per year (Salary based on experience)

Job Type: Full-time, Permanent

Work Location: In person onsite

Benefits: On-site parking

Job Description:

We are looking for a full time Retail office administrator for our busy office based in West Wicklow.

There will be a 6-month training period to provide the candidate with full product knowledge and company processes.

You will be trained in all aspects of the business. We have a chain of Retail Stores in the Dublin region, so retail experience is an advantage.

Requirements:

Excel experience essential 2 years' experience

Experience using Sage 50 accounts preferable

Shopify experience an advantage

Language: English (required)

Key responsibilities will include:

- Processing orders using Sage Accounts – full training will be provided.
- Answering calls & emails as required and dealing with customer queries – full training will be provided.
- Stock control on our websites & database.
- Product setups on both our websites and accounts system.
- Dealing with incoming & outgoing mail.
- Electronic & hardcopy filing.
- Ordering stationery and maintaining stock levels.
- Other ad-hoc administration duties as required.

The ideal person for this role will have:

- 2 years' experience working in a similar role.
- Microsoft office proficient including word, excel & outlook.
- Excellent communication & interpersonal skills.
- A flexible and "can do" attitude.
- Strong attention to detail and professional approach.
- Ability to work well in a team, and to work to own initiative.
- A multitasker who has excellent organisational skills.

Email applications to info@cardboutique.ie