

## **Office Administration Assistant**

**Location:** Rathnew, Co. Wicklow

**Employment Type:** Full-time, Permanent

**Working Hours:** 38 hours per week

- Monday to Thursday: 9:00 AM – 5:00 PM
- Friday: 9:00 AM – 3:00 PM

## **About the Role**

We are seeking an organised and proactive **Office Administration Assistant** to join our team on a full-time permanent basis. This is an excellent opportunity for a detail-oriented and motivated individual to bring their administrative skills to a dynamic and supportive work environment.

## **Key Responsibilities**

- Provide general administrative support to management and other departments
- Manage office supplies and ensure facilities are well-stocked and maintained
- Assist with documentation, including quotes, invoices, and deliveries
- Maintain accurate records and assist with reporting on stock, inventory, and other business metrics
- Help ensure compliance with company policies and health & safety procedures
- Liaise with staff and customers in a professional and courteous manner
- Support ongoing projects and contribute to process improvements where needed

## **What We're Looking For**

- Previous experience in an office administration or support role
- Proficiency in Microsoft Excel and Office
- Strong attention to detail and a high level of organisation
- Ability to manage multiple tasks effectively and work proactively
- Excellent communication and interpersonal skills
- Capable of working both independently and as part of a team

## **Why Join Us?**

This is an office-based role offering the opportunity to work with a friendly, collaborative team in a fast-paced business environment. It's ideal for someone looking to gain solid experience and grow within a supportive workplace.

If you're dependable, organised, and ready to make an impact, we'd love to hear from you! Please send on your CV to [jamie@gwg.ie](mailto:jamie@gwg.ie)