

PR/118738 | Office Manager

募集職種

人材紹介会社
ジェイ エイ シー リクルートメント イギリス

求人ID
1609831

業種
その他（メーカー）

雇用形態
正社員

勤務地
アイルランド

給与
経験考慮の上、応相談

更新日
2026年11月24日 17:00

応募必要条件

職務経験
3年以上

キャリアレベル
中途経験者レベル

英語レベル
流暢レベル

日本語レベル
無し

最終学歴
短大卒： 準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

Position Title: Office Manager
Reports To: General Manager

Summary
Our client is a global healthcare company that is contributing to the health and well-being of people all over the world through the discovery of new technologies. With over 66 years in business, their
products are now being used in over 100 different countries worldwide and still growing. The Office Manager will be responsible for the day-to-day management and smooth operation of the company's office and business support functions, ensuring an efficient, compliant and well organised working environment. The role provides broad operational support across facilities, employee administration, finance, and general business administration, while acting as a key
point of contact between employees, management, suppliers and external stakeholders. Join them
and together with the company !

Duties and Responsibilities

Office and Facilities Management
• Manage the day-to-day operation of the office and facilities, ensuring a safe, efficient and professional working environment.
• Oversee facilities, maintenance, cleaning, security, utilities, waste management and office services.
• Coordinate contractors, suppliers and external service providers, including obtaining quotations and managing ongoing relationships.
• Ensure appropriate health and safety procedures, risk assessments and workplace requirements are maintained.
• Coordinate maintenance and servicing of company equipment and facilities.
• Manage office supplies, stationery, equipment and procurement requirements.

Employee Administration
• Provide day-to-day employee administration and support across the employee lifecycle.
• Coordinate onboarding and offboarding processes for employees.
• Maintain employee records and ensure documentation is accurate and up to date.
• Manage annual leave records and coordinate the company annual leave calendar.
• Preparing documentation and onboarding new employees.
• Assist management with employee relations matters, policies and procedures.

Finance and Business Administration
• Support the management of day-to-day financial and administrative activities.
• Process and coordinate invoices, orders, expenses and supplier payments.
• Liaise with the company's accountants, payroll providers, Revenue and other external stakeholders.
• Assist with VAT, VIES, Intrastat and other statutory or financial administration.
• Support payroll administration and provide relevant employee information to payroll providers.
• Maintain accurate records and documentation to support financial controls and audits.
• Assist with budgeting, cost management and monitoring of operational expenditure.

Operations and Compliance
• Provide operational support to the management team across a wide range of business activities.
• Develop and maintain administrative processes and procedures to improve efficiency.
• Support compliance with company policies, Irish employment legislation and relevant regulatory requirements, inclusive of maintaining documentation and records for audits as well as internal controls.
• Support the implementation of company initiatives, projects and process improvements.

Systems and Administration
• Manage, maintain, and use company administrative systems and databases.
• Prepare reports, spreadsheets, information as required.
• Maintain organised electronic and physical filing systems.
Employee and Management Support
• Provide direct administrative and operational support to senior management.
• Coordinate meetings, travel, visitors and company events where required.
• Support communication between management, employees and external stakeholders.
• Identify operational issues and proactively implement practical solutions.

Qualifications
• Minimum 3 years' experience in office management, business operations or a similar senior administrative role.
• Good understanding of financial and administrative processes.
• Excellent organisational and time-management skills.
• Experience working independently while multi-tasking

We regret to inform applicants that only shortlisted candidates will be notified. Thank you for your understanding.

#LI-JACUK

#citydublin

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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会社説明