

Job Specification: Office Administrator
Location: Office Based – Athlone Town Centre
Full Time, Permanent Salary: €25,000

About the Role

Incorpro Chartered Accountants is an innovative accountancy firm embracing technology and automation. We are looking for a proactive and reliable Junior Office Administrator to join our team. This office-based role involves a variety of general administrative duties, offering the opportunity to contribute to the smooth running of our office while supporting a dynamic and growing team.

Key Responsibilities

- Perform general office duties, including managing office supplies, organising files, and maintaining an efficient office environment.
 - Scan incoming post and upload documents to client files on the internally developed system.
 - Input data into the Companies Registration Office (CRO) database with accuracy and attention to detail.
 - Provide administrative support to the Incorpro team, including scheduling, document preparation, and other ad-hoc tasks.
 - Display initiative and reliability in managing tasks independently to ensure smooth office operations.
 - Collaborate with the team to support ongoing projects and ensure efficient office functioning.
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Key Requirements

- Some experience in an office administration role, particularly in an accounting or professional services environment, would be a bonus, but a strong work ethic and willingness to learn are key.
 - Proficient in Microsoft Office (Word, Excel, Outlook) and other office software, with strong attention to detail and organisational skills.
 - Ability to multitask, work independently, take initiative, and manage sensitive information with professionalism.
 - Strong communication skills, a positive attitude, and a collaborative approach to teamwork.
 - Be organised and detail-oriented, ensuring accuracy in document management and data entry.
 - Be proactive, self-motivated, reliable, tech-savvy, adaptable, and willing to learn new systems and processes in a dynamic environment.
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Join our supportive and growing team at a dynamic accounting firm, gain valuable experience, and have opportunities for professional growth and skill development while contributing to the success of a technology-driven business.