



Role:	Senior Administrative Assistant
Reports to:	Operations Manager
Remuneration:	€30,000-€40,000 dependant on experience
The company	<p>Entropic</p> <p>A leader in the design and delivery of high-quality HVAC equipment and systems internationally. Specialist sectors include Pharmaceutical facilities, Data Centres, Healthcare projects and LEED Platinum or BREEAM Excellent office buildings throughout Europe.</p> <p>Since our foundation 20 years ago, we have grown steadily, now as we scale and accelerate our growth, we require a Senior Administrative Assistant to join our team of passionate and experienced professionals and help advance our progress as a trusted HVAC partner delivering high quality, low carbon, to our customers.</p>
The role	This is an important role in our team and requires a capable, enthusiastic individual with relevant experience and a can-do attitude.
Responsibilities and fundamentals of the job:	<ul style="list-style-type: none"> ▪ Schedule the work programme for the field maintenance personnel of the company. ▪ Respond and deal with customer issues regarding call out requests and issues on site. ▪ Deal with all bookkeeping, AP, AR, and payroll tasks for the maintenance division. ▪ Order parts required by the maintenance staff. ▪ Arrange hotel bookings, airline tickets and car rental for maintenance staff travelling abroad. ▪ Arrange maintenance, insurance, tax & DOE for Van fleet. ▪ Responsibility for ensuring Health and safety policies are followed on site and relevant training for staff. ▪ Responsible for issuing operating manuals and commissioning reports to clients. ▪ Manage the stock control in our small warehouse. ▪ Assist in logistics for delivery from supplier factories of equipment to construction sites in Europe. ▪ Assist in managing the workflow in the office to ensure quotes are issued on time by technical engineering staff to our clients. ▪ Telephone follow up on quotes issued. ▪ Other responsibilities, as management may require.
Essential Skills & Ideal Profile:	<ul style="list-style-type: none"> ▪ A business qualification or degree. ▪ At least 2 years' experience working in a busy office environment. ▪ Experience working in the construction industry will be an advantage. ▪ A can do, focused attitude is essential. ▪ Ability to work with others in the team and take on necessary tasks on your own initiative is important to the role. ▪ Excellent English communications and written skills essential. ▪ This is a full-time role in our office in Maynooth, no Hybrid options for this role. ▪ Full driver's licence ▪ EU Work Permit