

## **Job Description: Site and Office Administrator**

**Company:** SIS International (Ireland) Limited

**Location:** Office/Hybrid-based

**Reports to:** Ireland Directors

### **Purpose:**

The Site and Office Administrator supports the Ireland Directors by ensuring efficient operations, professional client service, and adherence to company standards. This role involves financial administration, call management, office administration, and compliance with health and safety standards.

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## **Key Responsibilities**

### **1. Finance Administration**

- Summarize and reconcile invoices with purchase orders and delivery notes.
- Maintain and update client accounts and liaise with key suppliers.
- Book accommodations and flights for directors, managers, and operatives.
- Update stock control records.

### **2. Call Management**

- Act as the first point of contact for incoming calls and client scheduling.
- Transfer calls promptly or ensure clear and timely message distribution.

### **3. Office Administration**

- Manage operative travel schedules and maintain weekly movement planners.
- Assist with client quotations, certification documents, and record management.
- Organize travel and accommodation for scheduled visits.

### **4. Compliance**

- Promote health, safety, and environmental policies in the workplace.
  - Ensure ethical conduct and represent the company with professionalism.
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## **Key Interfaces**

- **External:** Suppliers, project clients, and callers.
  - **Internal:** Directors, finance officers, contracts management, and team members.
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## **Working Conditions**

- **Compensation:** Pay based on experience.
- **Working Hours:** Flexible.
- **Work Arrangement:** Hybrid working options available.

This role offers an opportunity to contribute to a dynamic and respected company while maintaining a healthy work-life balance.

For applications, please provide your CV and cover letter to: [mark.b@sispitches.com](mailto:mark.b@sispitches.com)