



## Administrator

---

### THE PERSON:

ATC are currently recruiting for an Administrator with excellent attention to detail, organisational skills and interpersonal skills.

Pleasant, confident manner and good verbal and written communication skills.

Exceptional telephone manner required.

Ability to work with and manipulate large amount of data and present in understandable manner.

Strong internal and external customer focus. Capable of working with and across internal departments.

### KEY RESPONSIBILITIES:

Provide administration to the team and management

Prepare reports, letters and other documents using word processing, spreadsheets, database and presentation software

Meet and greet at reception all visitors and clients to the office

Receive /forwarding incoming telephone calls in a professional manner

Organise and co-ordinate all company travel

Arrange Luncheons and Refreshments for In House training and visitors

### REQUIREMENTS:

Previous Administrator experience

Strong MS office skills

Strong Microsoft Excel Skills are essential

To deliver on tasks and turnaround deliverables in a timely manner

Knowledge of Co-ordinating a Quality Standard an advantage e.g. ISO

Highly organised and flexible

Ability to work to deadlines and manage a multi-tasking environment.

*Send your CV in confidence to email address [recruitment@atc.ie](mailto:recruitment@atc.ie)*