

Exciting Career Opportunity with one of Ireland's leading Food Companies

The Role:

Irish Country Meats wishes to appoint a General Administrator at our Camolin facility in Co. Wexford. The successful candidate will report to the Financial Controller and perform a range of general administration duties in a busy and dynamic office environment.

Key Responsibilities:

- Posting and reconciling daily receipts to debtor accounts
- Following up debtor and customer queries
- Posting supplier invoices
- Reconciling creditor statements
- Assisting with ad-hoc daily tasks
- Preparation of Month End reports and schedules for site accountant

The Candidate

The successful candidate will have previous experience in a similar role with specific reference to the following:

General accounting/administration experience.

Strong I.T. skills and Microsoft Office proficient

The ability to produce accurate information on a timely basis.

Be a motivated self-starter and have relevant experience in a busy office environment.

Excellent interpersonal & communication skills

Have a flexible approach and be capable of working as part of a team.

Salary: The remuneration package on offer will reflect the importance of the role and the experience of the successful candidate.

Working in Irish Country Meats: We are committed to continually learning in order to create a high performing work environment where we improve on what we do and how we do it. We recognise that our employees are critical to our success and we are always interested in hearing from talented and committed people who wish to develop their career and can add to our pool of expertise across all professions and trades.

Irish Country Meats offers;

Employment with a leading and growing company

Competitive salaries, terms and conditions

Excellent career opportunities & promotional prospects

Excellent on site facilities

Training & Development

By Email: careers@irishcountrymeats.com / By Post: Human Resources Department, Irish Country Meats, Bayland, Camolin, Enniscorthy, Co. Wexford Y21 XN40