

Accounts/Administrative Assistant

Sorensen Civil Engineering Limited, seeks to hire a new accounts/administrative assistant. You will be responsible for supporting the accounting/administration team across the finance and office administration functions. This role is a permanent role, reporting to the Financial Controller/Office Manager and will be based in our Cork office.

Responsibilities:

- Obtain and maintain a thorough understanding of the business operations, financial transactions and related systems
- Perform assigned monthly, quarterly, and annual sub ledger transactional support with a particular focus on Purchase Invoice Processing and data entry
- Assist in the development of financial statements and reports
- Provide support across a wide range of finance/administrative initiatives as required
- Contribute to the efficiency of the accounts/admin team by participating in cross training, sharing job responsibilities, and serving as position backup for other team members
- Perform ad-hoc projects as assigned

Requirements:

- Must have strong attention to detail
- Strong work ethic with ability to work on own initiative and manage workload
- Experience of Purchase Ledger management in a high-volume environment, while not essential, would be an advantage
- Ability to multi-task and work in a challenging environment
- Working knowledge of Microsoft Office (Excel, Word, Outlook, etc)
- Good organization and prioritization skills
- Strong communication skills, both verbal and written
- Work well as part of a team and contribute to the overall team performance

For more information, please apply to info@sorensen.ie

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