

## **Garage Administration Assistant**

We are currently recruiting for the role of Garage Administration Assistant. This role will suit someone who has excellent organisational skills and enjoys working in a busy administration environment. The successful candidate will join a small garage administration team reporting to the Garage Manager.

### *The Role:*

- Booking of CVRT tests
- Working with garage service sheets
- Live tracking of trailers
- Data inputting and working with online systems
- Management of email inbox
- Generating reports from the system
- Scanning and filing of documents
- Partake in team meetings
- Other administration duties as assigned

The ideal candidate will;

- Have excellent attention to detail and accuracy
- Possess strong computer skills – Outlook, Word, Excel
- Be a confident communicator
- Have the ability to prioritise and follow-up
- Be capable of working on their own initiative

Qualifications & Experience:

- Business Related Degree qualification or Certificate/Diploma in Business Administration
- Similar administrative experience advantageous

This is a full time, permanent role based in New Ross, Co.Wexford.