

Shannon Foynes Port Company, Ireland's largest bulk port operator, is seeking to recruit an **Administrator** to support its Engineering Department. This is a key role within a busy, fast-paced environment, requiring a high level of organisation, attention to detail, and the ability to manage multiple priorities effectively. Based at Foynes Port and reporting to the Port Services Manager, the successful candidate will work as part of the Port Services Team. The position being offered is a permanent contract.

### **Key Responsibilities:**

- Provide administrative support to management and operational teams.
- Maintain accurate records, databases, and filing systems.
- Manage purchasing and invoicing processes in line with company procedures.
- Assist with the preparation, monitoring, and reporting of departmental budgets.
- Manage HR administration within the department, including training records, timesheets, and personnel documentation.
- Assist with the scheduling and coordination of asset maintenance
- Prepare correspondence, reports, and documentation as required.
- Coordinate meetings, schedules, and internal communications.
- Liaise with colleagues, customers, and external stakeholders in a professional and timely manner.
- Ensure compliance with company policies, procedures, and standards.

### **Candidate Requirements:**

- Previous experience in an administrative role, preferably within a fast-paced organisation.
- Strong IT skills, including proficiency in Microsoft Office Suite.
- Excellent organisational, communication, and interpersonal skills.
- Ability to work independently while contributing effectively to a team.
- Strong attention to detail and the capacity to manage deadlines.

### **Why Join Shannon Foynes Port Company?**

This role offers the opportunity to join a progressive organisation at the heart of Ireland's maritime sector. The successful candidate will play an important part in supporting the company's continued growth and operational excellence.

### **Application Process:**

Interested candidates are invited to submit a CV and cover letter to [amoran@sfpc.ie](mailto:amoran@sfpc.ie) by **Friday 31st of October 2025**. All applicants require existing EU working entitlement and a full EU driver's licence.

***Shannon Foynes Port Company is an Equal Opportunities Employer***

***Canvassing will disqualify***