

**Job Description - Administrator (Sub-con)**

**Job Title**: Subcon Administration Assistant
**Location**: Panda Waste, Millennium Business Park, Ballycoolin, Dublin 11
**Reporting to**: Subcon/Admin Manager
**Job Status:** One Year Contract (Maternity Cover)

 **Responsibilities/ Duties including but not limited to:**

* Completion of all Administration within the Subcon Administration Team
* Working with subcontractors to ensure work is completed on a daily/ weekly/monthly basis for month end deadlines.
* Monthly checking and approval of invoices
* Responsibility for all docket administration in relation to subcontracted services.
* Liaising with the Sales Team/Customer Service Dept/Operations/Key Accounts/Corporate Departments and Customers to resolve any queries.
* Assist Subcon/Admin Manager in month end processes including all weekly data checks.
* Any ad hoc duties requested by Subcon/Admin Manager.

**The Ideal Candidate**:

* 2 years Administration experience in a busy environment
* Possess excellent communication and organisational skills
* Experience working on a database
* Have a good working knowledge of MS Word and Excel
* Be enthusiastic with a professional telephone manner
* Solid Organisational skills including attention to detail and multitasking skills.
* Have the ability to work as part of a team and on their own initiative.

##### Application Process

###### If you would like to apply for this position, please forward your CV to Catherine.noone@panda.ie