



ESI Technologies Group, part of the Indutrade Group, is the leading supplier of Process Equipment & Engineering Solutions into the Pharmaceutical, Chemical and Biotechnology Industries in Ireland & UK. We are recruiting for the following position:

Project Administrator

Reporting to the Project Lead, this position will be based in our Cork office. Responsibilities will include:

Duties of the Role include:

- Handling of customer inquiries, clarification of specs and establishing lead-times in line with project requirements, producing & issuing related quotes to client.
- Expediting of customer Purchase & Sales orders, with related supply chains.
- Develop full understanding of related inventory levels and status of existing orders, to ensure that adequate orders are on system & being expedited through our supply chains.
- Running & management of regular internal and customer service-related reports as required.
- Administration support & sales/purchase order processing to projects division.
- Maintain accurate and detailed records/files of customer job files.
- Logging of Documentation requirements with doc's department as required.
- Need to meet deadlines and work towards set Team and departmental targets.
- Build relationships working in partnership with all divisions & departments within ESI and other cross functional teams.
- Responsibility for awareness and action of related personal, department & company Procedures/KPI's.
- Adherence to companies ISO 9000 Quality, and Health & Safety procedures.

Ideally the candidate would possess the following skills/experience:

- Previous experience in a Technical Administrator role and ability to work in busy project environment.
- Excellent IT skills, including experience with MS 365, Excel, MS Word, PowerPoint, and ERP systems.
- Very high attention to detail and presentation, with technical speed and accuracy.
- Strong Interpersonal & communication skills.
- Committed to Customer Satisfaction and continuous process improvement.
- Be capable of working consistently both as part of a team and on own initiative.
- Priorities to a high level of quality. Set Priorities daily for all activities in the department.
- Service orientated - has a natural interest in helping customers.
- Reliable and committed with ability to work in a busy customer focused environment.

Contract type: Initial 12-month Fixed term.

Remuneration package is commensurate with experience.

Applications in writing to:

The HR/Training & Development Manager, **hr@esitechgroup.com**. Replies only provided to those who are shortlisted.