



**Drinagh is a leading supplier of agricultural and hardware materials in West Cork providing a wide range of quality products to a large customer base.**

**We are currently recruiting:**

**Accounts Payable/Office Administrator**

Drinagh are recruiting for an Accounts Payable/Office Administrator to join our team in Head Office. This is a permanent, full time role.

**The ideal candidate will possess the following:**

- Excellent numerical and accuracy skills
- Ability to work on own initiative, recognizing potential problems and seeking resolutions
- Working experience of Microsoft Office & accounting packages
- Excellent interpersonal and communication skills
- Strong organizational & multi-tasking abilities
- Willingness to participate and contribute to a team office environment
- Experience in a similar role would be an advantage

**Please email cover letter & CV to [info@drinagh.com](mailto:info@drinagh.com) on or before Friday, 22nd April.**

Drinagh is an equal opportunities employer