



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.

**Drinagh is currently recruiting:
Office Administrator**

The ideal candidate will possess the following:

- **Excellent numerical and accuracy skills**
- **Ability to work on own initiative, recognising potential problems and seeking resolutions**
- **Working experience of Microsoft Office**
- **Excellent interpersonal and communication skills**
- **Strong organisational and multi-tasking abilities**
- **Willingness to participate and contribute to a team environment**

This is a full time position based in Head Office

Please email cover letter and CV to info@drinagh.com on or before Friday, 20th October 2023.