



**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:  
An Office Administrator in the Purchasing Department**

**This is a full time position based in Head Office, Drinagh, Co. Cork. P47 YK75**

**The Ideal Candidate Will Possess:**

- **Strong numerical and accuracy skills, with great attention to detail**
- **Proficiency in Microsoft Office, including Word, Excel, Outlook, and other relevant tools**
- **Excellent interpersonal and communication skills, both written and verbal**
- **Exceptional organisational and multitasking capabilities, with the ability to prioritise workload effectively**
- **A collaborative mindset, demonstrating a willingness to contribute positively within a team environment**
- **Full training provided**

**Please email cover letter and CV to [info@drinagh.com](mailto:info@drinagh.com) on or before Friday, 24th November 2025.**

**[www.drinagh.com](http://www.drinagh.com)**