

Part-Time / Permanent Position: Office Administrator

Job Title:	Office Administrator
Job Location:	Cork, Ireland
Job Post Date:	01 May 2008
Salary:	€negotiable
Commencement Date:	Immediately

COMPANY BACKGROUND

Xerenet is a high-tech, product-focused start-up specializing in leading edge positioning technology. Our solutions encompass both infrastructure and infrastructure-less systems, for mobile, nomadic and fixed applications, based upon our world class expertise in: Analog/RF IC Design; Low Power Digital IC Design; Digital Communications and Signal Processing; Embedded Software and Systems; and Efficient Networking and Protocol Design.

Xerenet also offer ASIC design services and industrial training for engineers. Our design services offer turnkey solutions from concept to silicon. Our highly experienced team of design engineers and system architects are experts in digital communications and signal processing, digital design, layout and verification technologies.

The Xerenet training division offers courses in low power digital design, Advanced Verilog, DSP, MATLAB for systems engineering, and UNIX for ASIC engineers.

JOB DESCRIPTION

Xerenet are seeking a dynamic ambitious person to fill a office administration position.

The initial nature of the work is to manage day to day invoicing, online banking, expense claim processing, tax returns, and general office administration tasks.

In addition, in the next six months to a year, a book keeping role will become available and this role can evolve to an assistant financial controller.

Ultimately, the full role will have the following responsibilities:

- Maintenance of complete financial system
- Payroll
- PAYE (Revenue on-line)
- VAT Returns
- Annual returns with company accountant
- Bank Liaison
- Monthly Accounts
- Cashflow
- Accounts receivable / accounts payable

- Invoicing / Banking
- Expense Claims
- Tax efficient operation / advice

Initially however the job will be primarily to support:

- Travel - book plane tickets
- Facilitate book-keeping
- Check expenses claims
- Manage incoming and outgoing invoices
- Set up online bank payments
- Bank Reconciliation
- Sales calls

JOB REQUIREMENTS


The candidate must:

- have previous office administration experience
- be computer literate (spreadsheets, email, word processing)
- have managed invoices for customers and suppliers
- be familiar with book-keeping principles
- be innovative and ambitious.

In addition it would be highly beneficial if the candidate had:

- book-keeping experience
- experience of Sage Accounting System

Please forward your CV to the address below and we will acknowledge receipt within one working week:

email:	recruitment@xerenet.com	
web:	http://www.xerenet.com	
post:	Xerenet, The Rubicon Centre, Bishopstown, Cork, Ireland	