

## **Office Manager required for ABP Ireland and Poland**

ABP is a progressive and international agri-food business with locations in Ireland and across Europe. We are at the very forefront of global meat and food innovation and we are looking for a motivated and driven individual to join us during an exciting period of growth.

We are currently recruiting for the following role of an Office Manager within ABP Ireland and Poland. As Office Manager, you will support the Leadership team.

The successful candidate will be based in ABP Head Office, Ardee, Co. Louth

### **The opportunity where you will make an impact:**

- Providing efficient administrative support to members of the Leadership team.
- Extensive diary and calendar management.
- Organising travel arrangements including booking flights, accommodation and transport.
- Assisting with coordination of events, internal and external meetings etc.
- Typing, compiling and preparing reports, presentations and correspondence of a confidential nature.
- Assisting with other ad-hoc and confidential administrative duties

### **Key Challenges & Success Measures:**

- Can work effectively in a fast paced, dynamic, high growth environment.
- Ability to work to tight deadlines.
- Efficiently liaise with all other departments and personnel.
- Work in a methodical manner and able to handle large amounts of information, see connections and anticipate opportunities and issues as they arise.
- Ability to manage changing priorities and prioritise effectively.

### **What you will bring to ABP:**

- 2 – 4 years' experience in a highly administrative role supporting at senior level.
- Extensive experience in diary/calendar management and making travel arrangements
- You should have the drive, confidence and resilience to get things done.
- Strong Microsoft Office Skills - particularly in excel.
- Strong communication skills with the gravitas to communicate and deal confidently with members of the Leadership team.
- Ability to understand, breakdown and communicate various information.
- Excellent organisational and time management skills.
- Ability to work on own initiative and within a team.

*This is an excellent opportunity for someone seeking a challenging career giving you direct access to the Leadership team with one of the largest indigenous agri-business in Ireland. If you are interested in this position, please send your cover letter and CV to [recruitment@abpireland.com](mailto:recruitment@abpireland.com)*