

Position: Administration Coordinator

Reports to (position): Business Unit Manager	Job Location: Charleville, Cork
Reports to (name): Aidan Crowley	Department: Site Support Services

Company Background

Established in 1978, Flow Technology is a privately-owned process engineering company based in Charleville, Co. Cork. Flow Technology designs, manufactures, installs and distributes specialist process equipment and systems for the manufacturing sector across the biopharma, pharmaceutical, beverage, food and dairy industries. The company is a market leader and is proud of its reputation for quality and delivery earned and maintained over decades and enjoys an excellent level of staff loyalty and retention.

Flow Technology has experienced significant growth over the last five years, with staff numbers currently standing at 102. Annual turnover has also grown almost 15% year-on-year since 2013.

The company is organized into 3 business units.

Process Engineering Systems (skids)

Mechanical Installation

Process Equipment Solutions (sales distribution)

Purpose of the position of Administration Coordinator

The company is currently seeking an Administration Coordinator to join our Site Support Services team on a maternity cover, 12 Month contract basis, reporting to our Business Unit Manager.

The Administration Coordinator will provide a high-quality administrative service in support of projects, adding value to the SSS team under the guidance of BU management. If you are dedicated and ambitious, Flow Technology is an excellent place to grow your career.

Responsibilities of Administration Coordinator

Administration

- Create and upload quotations for SSS projects across a diverse customer base
- Compile and manage project documentation across multiple jobs, liaising directly with customers
- Support the procurement process, including centralised purchasing for and within SSS.
- Maintain an organised archive of completed projects.
- Upload data submittals to online portals for approval
- Maintain and update the sales CRM systems
- Compile and produce SSS Business Unit (BU) sales reports.

ERP System Management (Epicor)

- Support the development and roll-out of the ERP system within SSS.
- Deliver training to staff on company systems, including ERP.
- Set up new job structures/folders and raise Purchase Orders within the ERP system.
- Create and manage jobs/projects for the SSS team within the ERP system.
- Review jobs on a weekly and monthly basis to support accurate invoicing.
- Liaise closely with the finance team, SSS Project Managers, and SSS BU Manager.
- Attend and contribute to monthly review meetings with finance and project managers.
- Complete the project review process in line with internal procedures.

Additional Duties:

- Coordinate subcontractor activities, including receipting of Purchase Orders.
- Ensure all craft personnel are set up correctly on Epicor for timesheet management.

Required key skills & experience of Administration Coordinator

~~RAILWAY ROAD, CHARLEVILLE, CO. CORK, IRELAND~~

- ~~Relevant Third Level qualification preferably in administration and/or relevant business experience~~
(min 3 years) in an administration position in a busy service environment.
- Excellent interpersonal, communication and organization skills.
- Strong organizational skills, ability to work well under pressure, independently and on own initiative, with a growth mindset.
- Establish effective working relationships and ability to interact in a confident and clear manner.
- Excellent IT, including a strong working knowledge of Microsoft Office applications.
- A full driving license is desirable.

The work is challenging and requires a commitment to get the job right first time. We look forward to receiving your application via our website, or by contacting our HR Manager

hr@flowtechnology.ie.

The Package

This is an exciting opportunity to join a successful profitable company.

- Attractive salary with scope for progression.
- Laptop
- Annual Performance related bonus
- Company pension Scheme
- Support for training and self-development.