



Job Title: Office Administrator & Accounts Assistant

Location: Rea Sawmills, 26 Crosshill Road, Crumlin Co. Antrim BT29 4BQ

Part Time: 24 hours per week

Salary by negotiation based on experience.

About Us: We are a leading sawmill based in Northern Ireland with over 50 years of industry experience. We produce a wide range of timber products at our sawmill and timber yard based in Crumlin, which are sold to trade and public customers. We take pride in our dedicated, hard-working staff who are at the heart of our operations, delivering quality products with an emphasis on sustainability and environmental responsibility.

Job Description:

We are currently seeking an organised and reliable Office Administrator & Accounts Assistant to join our team. The successful candidate will play a key role in coordinating our administrative activities, ensuring smooth and efficient day-to-day operations of our office. The role will involve assisting the office manager in producing sales invoices, VAT returns, bank lodgements, recording and inputting timber documentation. This will further involve additional office duties including answering the telephone and dealing with queries from suppliers and customer orders.

Key Responsibilities:

- Provide administrative support to ensure efficient operation of the sawmill
- Manage communication including emails, letters, and phone calls.
- Support the administrative needs of the management team.
- Maintain accurate and up-to-date records of employees, suppliers, and customers.
- Manage inventory of office supplies and ensure orders are placed as needed.
- Assist with the coordination of health and safety procedures in line with regulatory requirements.
- Prepare regular reports on expenses and office budgets.
- Processing and sending invoices.
- Recording, inputting and managing forestry/ timber documents.
- Filing and copying
- Ensuring information on computer system is accurate and up to date.
- Organise, schedule, and update appointments, meetings, and company events.
- Any other duties, within reason and capability, as determined by the senior staff

Skills & Qualifications:

1. 5 GCSE's or equivalent including Maths and English. Further education in Business Administration or a related field is a plus.
2. Proven experience as an office administrator, office assistant, or relevant role.
3. Familiarity with office management procedures and basic accounting principles.

4. Experience in MS Office suite and Sage50 Accounts.
5. Excellent communication and interpersonal skills.
6. Strong organisational and time-management skills.
7. Attention to detail and problem-solving abilities.
8. Ability to work on own initiative with minimum supervision.
9. Proactively seek opportunities to streamline processes and raise standards.

Key Performance Indicators:

- Data inputted in a timely and accurate manner / deadlines achieved.
- Accuracy of input.
- Attention to detail.
- Satisfaction of Line Manager in terms of support delivered.

This is not exhaustive and for illustrative purposes only.

We are an Equal Opportunity Employer, and we welcome applications from all suitably qualified persons.

Interested applicants are invited to submit a detailed CV to Paul Hagan-Rea accounts@reasawmills.com. If you have any questions about the position feel free to email or call 02894423293. We look forward to hearing from you.