

## Role Profile

---

**Job Title:** Administrator  
**Department:** Procurement  
**Reports To:** Materials and Costings Manager  
**Ref:** Ref- 187, V1 – 28 Sep 2021

---

### Role Overview

The successful candidate will be responsible for ensuring all administrative work for the Crate and Packaging department is carried out in a timely and efficient manner.

### Main Duties

- Data entry
- Invoicing
- Multi-site Stocktakes
- Monthly crate and pallet reconciliations
- Reconciling supplier invoices and resolving queries
- Purchase Order entry
- Maintain Health, Safety and Hygiene standards in accordance with Company rules and regulations
- Other duties as required from time to time

This is not an exhaustive list and is subject to change and amendment

### Competencies to perform the role

- Must be competent in the use of Microsoft Excel
- Strong IT skills
- Have excellent communication skills (both written and verbal)
- Be an energetic, enthusiastic team player who has the ability to work on your own initiative when required
- Be able to work under pressure, on own initiative and constantly seek to improve

### Experience and Qualifications

- Experience in similar role would be desirable
- Must be educated to Leaving cert level

### Other significant role requirements

- Flexibility as the role will be varied
- Willing to train quickly and under pressure
- Good attention to detail
- Strong initiative
- Ability to manage their own time and prioritise appropriately
- A desire to develop and learn
- Ability to analyse situations and problem solve as required

**Performing the role in line with the Monaghan Cultural Values:**

1. We do the right thing: We use this philosophy to drive every aspect of our business, from product, to process to people.
2. Forward Thinking: We think ahead and we think for the long term.
3. Down to Earth: We understand the importance of communicating our discoveries in a straightforward way.
4. Inspiring: We seek out new ways to excite and inspire each other.
5. Egalitarian: We have always been grounded in the belief that everyone is equal. That everyone deserves an equal chance to speak, be heard and make an impact