

Role Profile

Job Title: Administrator
Department: Administration (Tunnel Tech South)
Reports To: Site Manager
Ref: Ref-346, V1 – 28 April 2026

Role Overview

Based in Tunnel Tech South site, this is a part time role which involves the preparation and checking of paperwork for our export - normally done one day per week and responsible for the correct transit of goods.

Ensure smooth running of daily office operations including email, cover phones and dealing with post. Maintain records, complete routine checks and providing general administration support.

Main Duties

- Prepare paperwork and proforma invoices for export
- Manage shipping documentation and customs compliance to ensure smooth movement of time sensitive goods
- Complete import documents and government agency forms
- Book transport and track shipments
- Raise LOT and expense PO's
- Place orders
- Track and log invoices and maintain accurate records in company PR3 system
- Track and log Health and Safety training with support from the site manager and our training Matrix
- Book Training
- Complete Monthly first aid checks
- Ensure all payroll and TMS input is done efficiently and accurately
- Ensure all documentation is filled in to a high standard e.g. induction and training of staff
- Manage employee HR and training files
- General office support and admin function
- Adhere to health, safety and hygiene standards in accordance with Company rules and regulations

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

Competencies to perform the role

- High attention to detail and strong organisational skills
- Self-motivated with a 'can do' attitude
- Great teamworking skills
- Good communication skills

Experience and Qualifications

- Similar experience in an administration role
- Excellent written and verbal English skills
- Proficiency in Microsoft office (Excel, Word)
- Full driving licence and access to own transport

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