**Job Title**: Admin & Reporting Administrator

**Location**: Millennium Business Park, Ballycoolin, Dublin 11  
**Reporting to**: Department Head

**Job Roles & Responsibilities**

* Credit note investigation, approval & Reporting.
* Calculating Rebates & price changes for customers.
* Daily and weekly reporting for depot managers and other departments
* Weekly & Monthly reporting for all customers.
* Weekly & Monthly invoicing for Panda Ireland.
* Assist Team Leads in month end processes including all weekly data checks.
* Any ad hoc duties requested by Department Manager

**The Ideal Candidate will**:

* 2+ Years Administration experience in a busy environment
* Possess excellent communication and organisational skills.
* Have a good working knowledge of MS Word, & Excel
* Be enthusiastic with a professional telephone manner.
* Have the ability to work as part of a team and on their own initiative.
* Excellent attention to detail

###### If you would like to apply for this position, please forward your CV to Catherine.Noone@panda.ie