



Web: www.proair.ie
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**Unit 1, Polkeen Industrial Estate
Castlegar, Tuam Road
Galway**

ProAir Systems Sales Administrator

Company Profile

ProAir Systems is a manufacturer of high quality residential ventilation products based in Castlegar Co Galway. We also offer system design and installation services to a wide range of customers from self-installers to property developers. ProAir has moved into growth mode in recent years and is now equipped to accelerate this growth. This is mainly due to (a) the level of maturity of its product offering, (b) its relocation this year to a larger premises and (c) its plan to expand staff numbers.

Job brief

ProAir Systems wish to add an individual to its team who will make a positive and worthwhile contribution to a small but growing company. You will be provide administrative support to all the sales channels. You will support managers and employees through a variety of tasks related to organization and communication. You will communicate via phone and email ensuring that all sales administrative tasks are completed accurately and delivered with high quality and in a timely manner. One of your main functions will be to manage after sales service to the rapidly expanding customer base.

Responsibilities

- Answer and direct phone calls
- Organize and schedule meetings and appointments
- Maintain contact lists and databases
- Provide ongoing customer service support
- Produce and distribute correspondence memos, letters and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Assist in the implementation of a Quality Management System
- Order office supplies
- Greet and assist visitors
- Support other team members

Our Experience is your Peace of Mind

Requirements

- Proven experience in administration
- Proficient in MS Office
- Knowledge of office management systems and procedures
- Excellent time management skills and ability to multi-task and prioritise work
- Good time keeper and self-reliant
- Attention to detail and problem solving skills
- Ability to maintain a high level of accuracy in preparing and entering database information
- Excellent written and verbal communication skills
- Strong organisational and planning skills
- Sage line 50 experience advantageous
- Some knowledge of Irish would also be an advantage

CV and application should be emailed to mary@proair.ie as soon as possible. The post will be filled immediately on finding a suitable candidate.

01st November 2016