



## Office Administrator

Errigal is currently recruiting for a part-time Office Administrator up to 16 hours per week in our San Francisco Office (with hybrid working facilitated).

**The work will be varied but will include some of the following core responsibilities:**

- Looking after office bills and administrative issues.
- Interfacing with Human Resources.
- Managing incoming and outgoing post.
- Arranging appointments and meetings.
- Taking and managing calls & emails.
- Maintaining accounts on QuickBooks software package.
- General administrative around matters such as processing expense claims, travel booking, property and similar such endeavours.
- Become involved in marketing initiatives/event management, social activities if and when required.

**We ideally need you to have the following on your CV:**

- Previous experience providing administrative support to a team across various grades.
- Understanding of key processes such as processing invoices and billing.
- PC skills including Word, Excel and PowerPoint.
- Experience of Excel report generation.
- Prioritising work using time management and organisational skills - excellent multi-tasking skills with strong attention to detail and sense of urgency.
- Excellent administration skills with an ability to work unsupervised on day-to-day duties and tasks.
- Excellent interpersonal and team-working skills.
- A working knowledge of QuickBooks would be an advantage but not essential as training will be provided.

### The Company

Errigal has specialised in telecoms software for over twenty years. We have developed products that are used around the world by large telecom service providers. We are the leaders in some of the fastest growing technologies in wireless telecom including DAS and small cells.

We believe in investing in our people. We offer a competitive salary and a generous health insurance and benefits. For more information on Errigal, visit <https://www.errigal.com/careers/>

### Interested?

Think you've got what it takes to join our team? We'd love to hear from you. Please send your CV in PDF format to: [careers@errigal.com](mailto:careers@errigal.com) including "Administrator" in the subject line.