



Office Manager

Limerick, Ireland

About Us

RAYN Safety Security is one of the most reputable and trusted independently owned security companies in Irelands Midwest. We are a leading provider of fire maintenance and suppression systems, intruder detection, CCTV, access control and integrated security solutions for commercial and residential clients.

The Position

We are seeking an experienced Office Manager on a full-time basis. This role will provide comprehensive support across multiple functions, ensuring smooth office operations, efficient communication management, and effective human resource management. The ideal candidate will possess exceptional organizational skills and communication abilities, resourcefulness, and high-level of competency to manage multiple responsibilities effectively. Industry-related and internal processes training will be provided by the company to ensure that the candidate is familiar with all aspects of the company.

Key Responsibilities

Payroll Administration

- Manage payroll processes, including employee timesheet processing and responding to employees' queries, tracking holidays, sick leave, and other absences.
- Ensure accurate and timely payroll processing, expense claim reimbursements via payroll, notifying relevant expenses to Revenue under ERR, returning pension contributions to CWPS, and general record-keeping.



Human Resources Management

- Create and post professional job adverts on relevant websites for talent acquisition.
- Review incoming applications and assist in interview processes as needed.
- Lead new employee onboarding, including preparation of all employment documents such as employee contracts, handbooks, and payroll registration.
- Maintain employee records and handle HR-related queries.
- Support employee engagement activities and initiatives.

Customer and Client Relations

- Greet visitors and clients, ensuring a positive and professional experience.
- Handle incoming calls, emails, and correspondence.
- Assist with client requests and inquiries as needed.

Office Administration

- Order and maintain office supplies to ensure smooth office operations.
- Perform filing, scanning, and other administrative tasks.

Financial & Post Management

- Carrying out occasional bank lodgements and posting documents.

Operations

- Assist the operations team by generating tasks.
- Phone clients ahead of scheduling to confirm appointments and provide necessary information.

Scheduling and Coordination

- Schedule maintenance and service appointments for engineers' vans.
- Coordinate staff training schedules and ensure all engineers have the relevant certificates.
- Book accommodation for staff as needed.

Stock Management and Control

- Manage stock levels and control inventory.
- Check in deliveries and ensure accurate records of stock.

Facility Management

- Ensure the office environment is safe, clean, and conducive to work.
- Coordinate with building management for security and maintenance issues.
- Manage office layout and maintain a pleasant working environment.

Qualifications, Skills & Requirements

- Relevant qualification in Business Administration, Management, or related field preferred.
- Experience with payroll administration and HR processes and holds relevant payroll certifications (IPASS etc.).
- Proven experience as an Office Manager, Administrative Assistant, Personal Assistant, or similar role having managed office operations and facilities.
- Experience in stock management and control.
- Problem-solving mindset with attention to detail.
- High level of integrity and professionalism with a customer-centric approach.
- Proficiency in various software.
- Discretion and confidentiality in handling sensitive sales and customer information.
- Ability to work independently and collaboratively in a dynamic team environment.
- Full Irish driving license.
- Ability to work full-time in the office.
- Availability for occasional travel and bank lodgements.



- Flexibility and adaptability to handle changing work environments and responsibilities.
- Fluent English, both written and spoken.

Benefits

- Competitive salary.
- Free onsite car park.
- Opportunity for career growth and development.

Company Culture

We value collaboration, innovation, and integrity in everything we do. As part of our team, you will have the opportunity to make a meaningful impact and contribute to our continued success.

Application Details

Interested candidates should submit their [resume](#) and [cover letter](#) to accounts@rayn.ie.

Applicants who provide specific examples in their cover letter demonstrating why they are a suitable candidate for the role will be given preference during the selection process. We encourage you to highlight relevant experiences, skills, and accomplishments that align with the responsibilities outlined in the job description. This will help us better understand your qualifications and potential contribution to our team. We appreciate your attention to detail and look forward to reviewing your application.

RAYN Safety Security is an equal opportunity employer, and all applications will be treated in strict confidence.