

# Sales/After Sales Care Exec

An exciting position has become available for a full-time Office Administrator (with a focus on Sales / After Sales Care). The ideal candidate will be in commutable distance of Dublin 12. The successful candidate’s starting salary will be €23,000 to €35,000 commensurate with experience. There will be plenty of opportunities for progression for the right candidate. While experience would be beneficial, it is not essential.

Hours of work will be Monday to Thursday 9am-5pm with a one hour lunch break and 9am-4pm on Friday with a 30 minute lunch break. We are willing to discuss flexible working time.

# Role Requirements

* The ability to multi-task, prioritise and meet deadlines every time
* It is important that the candidate is able to build good working relationships with the office team
* Excellent interpersonal skills, enabling you to deal effectively with a wide variety of people and departments across the business
* Excellent communications skills both written & verbal

# Role Responsibilities

* Organising transport
* Liasing with sites to ensure deliveries are made on time
* General administration duties
* Becoming familiar with all company products

# Company

Keane Environmental LTD provides leading edge HVAC products to the construction industry. We are market leaders in our segment of the market and have been in operation for over 25 years.

We focus on dealing with only quality manufacturing Companies with strong research facilities & technical backup. We are market leaders in the commercial HVAC sector with several of their product ranges.

We specialise in providing design assistance in the application of their products to their customers be they, Consultant Engineers, Architects Installation Contractors, Builders etc.

# Why Should You Apply?

* The chance to join a well-established company, who are still growing in a difficult market.
* To join a fantastic team, where all members are valued.
* To showcase your knowledge and skill set.
* Bonus at Christmas reflecting company performance.
* Training & development will be available to the right candidate.