



# In touch with customers. In touch with success.

**ifm electronic (Ireland) Ltd** is a subsidiary of ifm electronic gmbh based in Essen, Germany. ifm electronic is a leading automation company with more than 7,300 employees worldwide and is represented across 95 countries worldwide with a global turnover of approx. 1 billion euros annually.

Based in Kilcarbery Business Park in Dublin 22, a small innovative team at ifm Ireland continues to serve customers throughout Ireland since 1989.

We're looking to recruit a new member to the team at Dublin with responsibilities for accounts, customer service, order processing and administration.

## **Accounts, Customer Services & Administration - Ireland**

### **Accounts:**

A strong understanding of accountancy is required incl. knowledge on:

- General Ledger [Trial Balance and Final Accounts]
- Management Accounts
- Sales/Purchase ledgers
- General credit control
- Accounting records (payable, billing and receivable journals)
- Banking duties (cheques, handling EFT, reconciling payments etc)

### **Customer service:**

A friendly, helpful attitude towards customers and colleagues is required

- Order processing on SAP
- Chasing deliveries and providing tracking details
- Providing quotations to customers
- Assisting customer over the phone & email

### **General administration:**

A helpful can-do attitude is key – as a company, we can only achieve targets as a team

- General day to day operations to assist in the running of the company
- Flexible & positive in the approach to any task

### **Essential:**

- A resident of the Republic of Ireland with full approval for permanent work within Ireland & EU
- Excellent written and verbal communication skills
- Good organisational, time management and administration skills
- Good knowledge of Office 365 Products [Outlook, Office Suite, Teams]
- Ability to use SAP & efficient data entry
- Comfortable using the Bank of Ireland Business On-Line service
- Previous customer service, accounts or administration role desirable.
- Flexible team player with a focus on achieving the business objective

## **Interested?**

Email enclosing your CV to Sara Meade  
[sara.meade@ifm.com](mailto:sara.meade@ifm.com)

ifm electronic ltd  
Unit 7, The Courtyard Kilcarbery Business  
Park New Nangor Road Clondalkin  
D22 WT44 Dublin

[www.ifm.com/ie/en/shared/company/about-us](http://www.ifm.com/ie/en/shared/company/about-us)