



Tracey Concrete Ltd are recruiting for a **Reception and Office Assistant**:

Location: Belcoo, Co. Fermanagh

Department: Sales

Reports To: UK Sales Manager

Job Type: Full-Time/Permanent

Role Overview

We are looking for a reliable and organised Reception & Office Assistant to support the day-to-day running of our sales office. This is a varied, hands-on role combining front-of-house duties with general office administration and sales support.

You will be the first point of contact for customers, visitors, and haulage drivers, and will play a key role in keeping both the office and site operations running smoothly. The role suits someone practical, flexible, and comfortable working in a busy yard/quarry environment.

Key Responsibilities

- Greet visitors, answer phone calls, and handle general enquiries
- Provide front-of-house reception support
- Liaise with hauliers and drivers regarding collections and deliveries
- Assist with weighbridge operations for lorries entering and leaving site (training provided)
- Support coordination of deliveries, collections, and site traffic
- Carry out general office administration and paperwork
- Support the sales team with order processing, quotations, and customer communication as needed
- Maintain organised records, filing systems, and databases
- Assist with office supplies and general organisation
- Provide ad hoc support to office and site teams as required

Key Requirements

- Previous experience in a reception, office, or administrative role
- Strong communication skills and a friendly, professional manner
- Ability to deal confidently with customers, drivers, and site personnel
- Good organisational skills and ability to manage multiple tasks
- Comfortable using Microsoft Office (Word, Excel, Outlook)
- Good attention to detail and willingness to learn
- Flexible, hands-on approach and comfortable working in a busy industrial environment

Desirable Skills & Experience

- Experience in construction, quarrying, manufacturing, or a similar environment

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This job description is not prescriptive and is an outline of the main duties and responsibilities only. The post holder may be expected to undertake other duties as appropriate to the post, as may be assigned by their supervisor.

- Familiarity with logistics, transport coordination, or weighbridge systems
- Experience in sales support or customer service

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