



We are recruiting  
at Borris

# OFFICE ASSISTANT

We are currently seeking an office assistant in our Borris branch.

Duties of the role will include administration work, processing paper work, updating company databases, scanning and filing.

The ideal candidate must have 3 years plus experience working in an office role as part of a team, and also have the ability to work on their own initiative. You must have excellent interpersonal, communication and IT skills and enjoy the everyday challenges of working in a busy office environment.

Apply in confidence to [gkelly@kob.ie](mailto:gkelly@kob.ie) by Thursday 12th of December.

## KELLYS

**CLAAS** | | | | |