

## VACANCY

### Senior Executive Assistant

Irish Cement Limited is seeking applications for a Senior Executive Assistant based in our Head Office, Drogheda, Co. Louth.

Irish Cement Limited is a fully owned subsidiary of CRH plc and has manufactured cement in Ireland for over 80 years. It operates two cement-manufacturing facilities, one situated in Platin, approximately 5km from Drogheda, Co. Louth and a second in Castlemungret, Co. Limerick. Production uses the most advanced, energy-efficient technology to create a range of high-quality cements to the highest Irish and International standards.

This is a full-time office-based role in our Head Office. The successful applicant will report directly to the Managing Director.

#### Purpose:

- Executive Assistant to MD and Senior Management
- Event Management
- Manage of travel plans, flights, hotels, hire car
- Facilities management of Head Office building.

The successful candidate should ideally possess:

- 8-10 years' experience in a similar role
- Excellent communication and interpersonal skills
- A proven track record of discretion and management of confidential information
- Excellent IT skills (MS Office, switchboard) and commercial awareness
- Ability to effectively prioritise and multitask in a busy role
- Project management experience an advantage
- A work history of contributing and adding value to the overall performance of a previous employer(s)

Outstanding candidates who do not possess all the above criteria may also be considered. A remuneration package will be provided commensurate with experience

This vacancy provides an exciting opportunity for the successful candidate to join a multi-national organisation with possibilities for progression within Irish Cement and the wider CRH group. CRH is headquartered in Ireland and currently operates in 31 countries with over 3,800 locations and employs 87,000 people. [www.crh.com](http://www.crh.com)

Candidates wishing to be considered for this position can submit a current CV to [careers@irishcement.ie](mailto:careers@irishcement.ie) with a subject heading of "Executive Assistant Head Office". Visit [www.irishcement.ie/careers](http://www.irishcement.ie/careers) for more information.