**Job Title**: Route Completion Administrator

**Location**: Millennium Park, Ballycoolin, Dublin 11
**Reporting to**: Route Completion Team Leader

**Job Roles & Responsibilities**

* Daily checking of all AMCS routes to ensure trucks are operational and recording data
* End of day process with driver in order to complete all paperless rounds
* Daily analysis of all round data to identify any anomalies and correction of same
* End of day procedure to confirm all scheduled work has been completed
* Daily and weekly reporting for depot managers and other departments
* Assist Team Leader in month end processes including all weekly data checks.
* Any ad hoc duties requested by Team Leader or Department Manager

**The Ideal Candidate will**:

* 2+ Years Administration experience in a busy environment
* Possess excellent communication and organisational skills
* Have a good working knowledge of MS Word,& Excel
* Be enthusiastic with a professional telephone manner
* Have the ability to work as part of a team and on their own initiative
* Excellent attention to detail

###### If you would like to apply for this position, please forward your CV to paul.martin@panda.ie