



Electrical, Mechanical, Controls & Automation.

Electrical, Mechanical process Control and Automation engineering company.

With a highly skilled and specialised team of Electrical, Software, Design and Mechanical Engineers providing integrated automated solutions to a client base across Ireland.

We offer a bespoke turnkey service from initial consultation, design, manufacture, electrical and mechanical installation, to final commissioning, maintenance support, with Instrumentation & Calibrations services.

Our commitment to our clients extends beyond project completion as our in-house customer service team ensures access to 24-hour maintenance and technical support.

Office & QEHS Administration

An Office & QEHS Administrator role has arisen within our expanding organisation. This role involves dealing with a broad range of office and QEHS administrative duties together with supporting the Office Administrator & QEHS Coordinator, the Operations Manager, QEHS team in the upkeep of QEHS/ISO documentation.

Requirements:

Experience in General Office/ QEHS Administration is desirable with QEHS or MSCM IOSH training a distinct advantage.

Experience/Knowledge within the construction industries would be an advantage.

The successful candidate should have strong IT skills especially in Microsoft Office Suite, should have the ability to communicate clearly + accurately and should have the ability for absolute attention to detail.

Interested candidates should contact EMCA on **00353 (0)49 5552032** and are invited to submit their CV to HR at the address below, or via email to support@emca.ie.

EMCA, Rakane Road, Annalee, Kill, Cootehill, Co. Cavan.