



Atlantic Archaeology



#JOB-2355498



Moy Valley Business Centre, Cathedral Road,  
Ballina, Co. Mayo, F26 K3K0



No of positions : 1



Paid Position



30 hours per week



To be Confirmed



15/09/2024



13/10/2024

### How to apply

#### Application Method :

Not available



Open your camera  
app & point here  
to view this ad  
online



## Administrator

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

- Basic Book-keeping
- Updating records and databases
- Assist colleagues whenever necessary
- Helping with task management (making lists and managing completion)
- Diary management and setting up meetings
- Handling setting up of files both physical and on the system
- Provide support for projects as required
- Assisting with presentations
- Support with marketing and customer relations

- **Sector:** professional, scientific and technical activities

### Career Level

- Entry Level