



The Drogheda Property Shop



#APP-2413411



Drogheda, Co. Louth,



No of positions : 1



Apprenticeship



Per Employer



Apprentice Rates



11/08/2025



06/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [contact@droghedapropertyshop.com](mailto:contact@droghedapropertyshop.com)



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



## Auctioneering and Property Services - Apprenticeship

### Job Description

First Year Apprentice Vacancy

Auctioneering and Property Services 2 year apprenticeship available this September 2025.

Candidates must have their own car and have a working knowledge of social media, excel, and computer software systems.

The role will involve:

- Coordinating and scheduling appointments efficiently for a variety of purposes
- Managing property enquiries via email and telephone with professionalism and accuracy
- Addressing maintenance issues across rental properties including liaising with contractors and issuing work orders.
- Performing accurate rent reviews, calculations and supporting documentation
- Conducting property viewings independently and collectively for both sales and lettings
- Gaining an understanding of the conveyancing process in Ireland and liaising with solicitors to track progress and obtain updates
- Marketing properties efficiently across multiple platforms, ensuring a professional description
- Maintaining accurate records of property details and client interactions
- Assisting with the preparation valuations, property brochures and sales documentation
- Supporting team members during property negotiations and client meetings where required

Employer Information

Address

The Drogheda Property Shop

Suite 3

Enterprise House

2 Fair Street

Contact

Keith Watters

[contact@droghedapropertyshop.com](mailto:contact@droghedapropertyshop.com)

<http://www.droghedapropertyshop.com>

Apprenticeship Information

Occupational Profile

For more information please see [apprenticeship.ie](http://apprenticeship.ie)

**Note:** As part of the national apprenticeship system, there are formal requirements for approval of an employer's suitability to train apprentices and for registration of apprentices. Advertising on this site does not guarantee that Employers are approved to recruit and train for apprenticeship positions.

- **Sector:** other service activities

#### **Career Level**

- Not Required