



FEE & ASSOCIATES LIMITED



#JOB-2413583



18 Market Street, Cootehill, Co. Cavan, H16

NF82



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



24/09/2025



22/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : feeauctioneers@gmail.com



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



Sales Support 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

Fee & Associates Auctioneers is seeking a highly organised and articulate Sales Support Administrator. This is an excellent opportunity for a motivated individual with proven experience in property administration to join the team in our busy Cootehill office.

Responsibilities:

Assist in administration of valuations for various clients and stakeholders.

Schedule and co-ordinate appointments.

Prepare and process sales & letting documentation.

Respond promptly to telephone and email enquiries.

Advertise properties on social media platforms to include Facebook, Instagram and Tik Tok.

Create and design brochures for Daft, My Home and the Fee Auctioneers website.

Handle client / customer enquiries.

General admin and other duties as required.

The Ideal candidate would have:

Minimum 2 years' experience in a property administration role.

Excellent verbal and written English are essential.

Strong organisational and multitasking abilities.

Proficiency in Microsoft Office Suite (Word, Excel, Outlook) is required.

Attention to detail and ability to maintain accurate records.

A proactive approach and the ability to work both independently and as part of a team.

- **Sector:** real estate activities

Career Level

- Experienced [Non-Managerial]