



MURPHY MOORE PROPERTY SERVICES  
LIMITED



#JOB-2414789



MURPHY MOORE PROPERTY SERVICES,  
Office 2, Block 15, Marina Vill, Malahid, Co.  
Dublin, K36 NY00



No of positions : 1



Paid Position



37 hours per week



Dependent On Experience



02/10/2025



30/10/2025

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [jill.mcs@murphymoore.ie](mailto:jill.mcs@murphymoore.ie)



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



## Office 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

Murphy Moore Property Services Ltd. – Office & Property Administrator (Full-Time, Office-Based)

We are seeking a motivated and organised Property Administrator to join our busy office in Malahide.

This is a full-time, office-based role supporting our property management and client services team.

Key Responsibilities:

Answering phones and handling client enquiries

Scheduling appointments and coordinating property services

Data entry and general property administration

Managing property maintenance requests and liaising with contractors

Overseeing cleaning services and stock control

Providing excellent client support

Key Requirements:

Must be eligible for the JobsPlus scheme

Excellent communication skills with fluent spoken and written English

Strong organisational skills and attention to detail

Good computer skills, with the ability to learn new systems quickly

Ability to multitask and prioritise in a busy environment

Previous administration or property experience an advantage but not essential

A competitive salary is offered along with the opportunity to join a long-established, trusted property services team in Malahide.

- **Sector:** real estate activities

### Career Level

- Entry Level