



ORION DGS LIMITED



#JOB-2417893



Unit 3 Westpoint Business Park,, Ballincollig,
Cork, P31HX21



No of positions : 1



Paid Position



6 hours per week



19.00-21.00 Euro Hourly



28/10/2025



25/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@oriondgs.com



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



Bookkeeper

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

We are currently seeking a part time bookkeeper / office admin to work with our firm here in Ballincollig. We are a services company.

We are offering €19.00 to €21.00 Euro per hour based on experience.

We anticipate initially that this role will not require more than 6 hours per week.

Initially you shall be required to work in our offices but the role could also be completed remotely if required in due course. The role is completely flexible and you will be required to report to our external accountants.

Experience working with Quick Books would be preferable but not absolutely necessary.

Please send you application with CV to info@oriondgs.com.

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Experienced [Non-Managerial]