



O' Boyle + Associates



#JOB-2421571

O'BOYLE & ASSOCIATES, 3 Commerce



House, Flood Street, Galway, Co. Galway, H91
TY05



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



20/11/2025



18/12/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : conor@cobtax.com



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

Office Administrator and Receptionist. Must be confident in using Microsoft Word and Excel and have an ability to learn new software to input data and create invoices.

- **Sector:** financial and insurance activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 4
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Interpersonal Skills
- **Competency Skills:** Initiative, Problem Solving, Time Management, Working on own Initiative
- **Proximity Locator Distance:** 20 Kilometres