



Company Details Confidential



#JOB-2423980



Midleton, Co. Cork,



No of positions : 1



Paid Position



35 hours per week



Dependent On Experience



09/12/2025



06/01/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [jobsmidleton@gmail.com](mailto:jobsmidleton@gmail.com)



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



## Real Estate Administrotor

### 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're an estate agency based in East Cork, and we're looking for a Real Estate Administrator to join our team. This role is all about keeping things running smoothly behind the scenes - from organising viewings to preparing documents and supporting our agents day-to-day.

#### What You'll Do:

- Be the first point of contact for client calls, emails, and in-person enquiries.
- Organise and schedule property viewings.
- Prepare property listings, contracts, and other paperwork.
- Keep our CRM systems and property portals up to date.
- Help out with marketing tasks like social media posts, brochures, and window displays.
- Make sure the office stays organised and compliant.
- Support the sales and lettings team with general admin tasks.

#### What We're Looking For:

- Previous admin experience (real estate background is a bonus but not required).
- Great organisational skills and attention to detail.
- Confident communicator with a friendly, professional manner.
- Comfortable using Microsoft Office and open to learning new systems.
- Someone who can multitask and manage their own workload.
- A proactive team player with a can-do attitude.

#### What You'll Get:

- A chance to be part of a growing business.
- Hands-on experience across property sales and lettings.
- Supportive and friendly work environment.
- Training and development opportunities.
- Competitive salary.

- **Sector:** real estate activities

### **Career Level**

- Not Required

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Customer Service
- **Competency Skills:** Initiative, Working on own Initiative
- **Languages:** English C2-Master (Fluent)