



Company Details Confidential



#JOB-2427413



Apartment 23, Beech House, Carrickmines
Green, Dublin 18, D18 Y194



No of positions : 1



Paid Position



37.5 hours per week



To be Confirmed



07/01/2026



04/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : paul@flexmaint.com



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



Customer 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

A background in Maintenance Management is required, as the key roles are to support customers who use our CMMS maintenance software, and to assist with onboarding new clients. The focus is on helping customers use the system correctly and supporting the setup of asset data and planned maintenance routines.

This is a structured, process-driven role and suits someone who is organised, detail-focused, and has some experience of how maintenance management systems work.

The customer support process will involve responses to customer questions about using the CMMS via e-mail or online meetings. Any technical or complex queries would be escalated to other team members, and all actions and queries then need to be reported in our support system.

Onboarding will include the preparation of data for a CMMS software setup following a defined onboarding process.

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications, Technical IT
- **Competency Skills:** Priority Planning, Teamwork