



E.T.S PRINTERS LIMITED



#JOB-2429799



MOCHUA PRINT AND DESIGN, Clonminam

Ind Est, Portlaoise, Co. Laois, R32 EH11



No of positions : 1



Paid Position



20 hours per week



Negotiable



20/01/2026



17/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : accounts@mochuaprint.ie



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



Book Keeper

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 seeking a reliable and organised Part-Time Bookkeeper / Administrator to join our Portlaoise office. This is a new position, created to support the ongoing growth of the business and is intended to be JobsPlus eligible.

The role is suitable for a candidate returning to employment or seeking part-time work in a supportive office environment.

Bookkeeping Duties

Processing sales and purchase invoices

Bank and account reconciliations

Maintaining accurate financial records

Assisting with payroll preparation

Preparing information for external accountants

Supporting VAT returns (training can be provided)

Administrative Duties

General office administration and filing

Managing emails, calls, and correspondence

Maintaining compliance and HR files

Supporting management with reporting and scheduling

Liaising with suppliers and service providers

Candidate Profile

Eligible or potentially eligible for the JobsPlus Scheme

Previous bookkeeping or administrative experience desirable

Good numeracy and attention to detail

Comfortable using accounting software and Microsoft Office

Organised, dependable, and professional

Able to work independently and as part of a small team

What We Offer

Permanent part-time employment (minimum 20 hours per week)

Full on-the-job training and support

A structured, respectful working environment

Opportunity to build long-term employment

Competitive pay in line with experience

JobsPlus Information

This role is intended to be filled under the JobsPlus Scheme, subject to candidate eligibility and approval by the Department of Social Protection.

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How to Apply

Please submit your CV and a brief cover note outlining your experience and availability.

All applications will be treated in strict confidence.

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme) **OR** Maths, English, History

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Financial
- **Competency Skills:** Decision Making, Problem Solving, Teamwork, Working on own Initiative
- **Additional Skills:** Manual Handling
- **Specialising In:** maths communications