



Company Details Confidential



#JOB-2430834



TWOMEY'S BAKERY, Church Street,  
Dromcollogher, Co. Limerick, P56 W298



No of positions : 1



Paid Position



18 hours per week



Competitive



26/01/2026



23/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [patrick@twomeysbakery.com](mailto:patrick@twomeysbakery.com)



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



## Part Time Office Administrator/ Accounts Assistant (18hrs/wk)

### 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

Manage Accounts and Invoicing using Sage

Keep Bank records updated

Filing, document organisation, and general office admin

Answering the phone and redirecting customer queries

Supporting team with other day to day administrative tasks

- **Sector:** manufacturing

### Career Level

- Entry Level