



Company Details Confidential

#JOB-2431744

7 High Street, Killarney, Co. Kerry, V93 DV26

No of positions : 1

Paid Position

25 hours per week

To be Confirmed

29/01/2026

26/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@gapofdunloetours.com](mailto:info@gapofdunloetours.com)



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



## Tour Office 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

Key Requirements

Essential

Minimum of 1 year's experience in office admin

Minimum Qualification: Level 5 (including Leaving Certificate, LCA, or LCVP)

Desirable

Ability Skills: Administration, Customer Service

Competency Skills: Decision Making, Networking

Additional Skills: Competent social media user

Specialising In: None

### Job Description

We are seeking a part-time Office Assistant to support the day-to-day clerical operations of our office. This is a seasonal position that will operate during the busy tourism period in Killarney. The role is morning-only.

The ideal candidate will have strong IT skills and be confident in promoting our product. Knowledge of the local area and nearby tourist attractions is very advantageous. Social media competency is highly desirable, as the role will involve using social platforms to promote the product and engage with customers. Suitable for a candidate in the area.

- **Sector:** other service activities

### Career Level

- Experienced [Non-Managerial]