



Company Details Confidential

#JOB-2432556

Embankment, Embankment, Rockwood

Parade, Co. Sligo, F91 ACN9

No of positions : 2

Paid Position

25 hours per week

18.00-20.00 Euro Hourly

04/02/2026

04/03/2026

## How to apply

### Application Method :

Not available



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online



## Administrative Assistant

### 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

Administrative Assistant Role requires attention to detail, the ability to multi-task and an individual with experience working with financial documents.

- 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 7 (incl Diploma & Ordinary Bachelor Degree)
- **Languages:** English C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Communications, Financial
- **Competency Skills:** Flexibility, Initiative, Teamwork, Time Management