



PAUL & TOMAS COMPLETE RENOVATIONS
LIMITED



#JOB-2432637



P & T COMPLETE RENOVATIONS, Unit 2,
Doughcloyne Ct Ind E, Co. Cork, T12 CC44



No of positions : 1



Paid Position



36 hours per week



17.00 Euro Hourly



05/02/2026



01/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@pandt.ie



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



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

We are looking for a reliable and organised Administrative Assistant to join our team. The ideal candidate will have a good command of the English language and a knowledge of Polish desirable and experienced in handling general office duties efficiently.

Responsibilities:

Answering emails and phone calls professionally

Managing general administrative tasks as they arise

Updating and maintaining Excel spreadsheets (purchases, sales, debtors list)

Registering subcontractors with Revenue

Supporting other office tasks as required

Proven experience in Microsoft Office, especially Excel

Strong organisational and communication skills

Ability to work independently and as part of a team

We offer:

Friendly and supportive work environment

Opportunities for growth and development

- **Sector:** administrative and support service activities

Career Level

- Executive