



Company Details Confidential



#JOB-2433098



Unit 4, Naas Rd Bus Pk, Muirfield Drive,  
Dublin 12, D12 PP44



No of positions : 1



Paid Position



25 hours per week



To be Confirmed



09/02/2026



09/03/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [billy@derrywood.com](mailto:billy@derrywood.com)



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



## Sales Support / Reception

### 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

Job Title: Sales Support / Reception

Location: Dublin 12

Hours: Monday – Friday, 9.30 – 3.00, Office Based

#### About Us

We are a leading electrical distribution company providing high-quality products and exceptional service to our customers. We are seeking a motivated and detail-oriented Sales Administrator to join our busy office team. This is an exciting opportunity for the right individual to develop their career within a supportive and growing business.

#### Key Responsibilities:

- Front-of-house reception duties including handling calls, emails, and visitor queries.
- Assisting with general office administration and supporting colleagues as required.
- Inbound sales calls customer service, tele marketing ( from time to time)

#### Skills & Experience Required:

- Previous experience in a similar sales administration role.
- Experience with Intact or similar CRM systems is essential.
- Proficiency in Microsoft Office applications, particularly Excel and Outlook.
- Strong organisational skills with excellent attention to detail.
- Ability to work independently and as part of a team.
- A proactive, ambitious, and can-do attitude with a willingness to learn.

#### What We Offer:

- A great opportunity to develop within a growing company.
- Competitive salary and excellent benefits package.
- Supportive and friendly working environment.
- Career progression opportunities for the right candidate.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

### **Career Level**

- Experienced [Non-Managerial]

### **Candidate Requirements**

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 6 (incl Higher Advanced Certificate & National Craft Certificate)

**OR** Business

(Desirable)

- **Ability Skills:** Administration, Analytical, Financial, Sales/Marketing
- **Competency Skills:** Decision Making, Initiative, Management
- **Specialising In:** accounts administration
- **Driving Licence:** None:
- **Languages:** English C1-Advanced