



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



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