



Company Details Confidential



#JOB-2435508



D.N.D Group, Unit 121, Millennium Trade Pk,
Dublin 11, D11 V586



No of positions : 1



Paid Position



24 hours per week



To be Confirmed



24/02/2026



24/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : n.duff@dndgroup.ie



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



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

Job Title: Administrator

Location: Office-Based in Ballycoolin

Working Pattern: 3 Days per Week (with potential to increase to 5 Days)

About the Role

We are looking for a reliable and highly organised Administrator to support our growing operations team. This is a part-time, office-based role working three days per week, with the opportunity to increase to five days as the role develops.

This position is ideal for someone with strong computer skills, excellent attention to detail, and a proactive approach to problem-solving and who is open to learning within the job roll.

Key Responsibilities

Administrative Duties

Ensure all employee records are accurate and up to date

Maintain documentation including safety certificates, training records, and licenses

Technical Reports

Review technician logs

Identify issues, discrepancies, or unfinished tasks

Scheduling

Manage the master diary for all clients

Coordinate reactive and planned works

Client Reports

Draft professional job completion summaries

Provide clear updates following reactive maintenance work

Systematising

Track and monitor pending jobs

Develop a neutral, transparent system to provide visibility of workload

Candidate Requirements

We are seeking a candidate who:

Has strong computer skills

Is proficient in Microsoft Office (Word & Excel)

Demonstrates good written and verbal communication

Possesses excellent interpersonal skills

Is confident in client interaction

Is highly organised and detail-oriented

Is willing to learn and develop within the role

Previous administrative experience is beneficial but not essential.

What We Offer

Supportive and professional working environment

Opportunity for increased hours

Ongoing learning and development

A varied and engaging role within a growing company

How to Apply

If you are organised, computer-literate, and enjoy working in a structured yet fast-paced environment, we would love to hear from you.

Please submit your CV and a brief cover note outlining your suitability for the role.

Join us and become a key part of our operational success.

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

Career Level

- Not Required