



SHERIDAN SECURITY ALARMS & FIRE LIMITED



#JOB-2435657



SHERIDAN SECURITY SYSTEMS, Unit 6A,
John Crossan Bus Pk, Co. Donegal, F92
DH74



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



25/02/2026



25/03/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : kathy@sheridansecurity.ie



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



Office Administration

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

Join the Team at Sheridan Security Systems – Office Administrator

Are you organised, dependable and ready to thrive in a fast-paced professional environment? We are currently seeking a motivated Administrator to become a valued member of our busy office team. At Sheridan Security Systems, we pride ourselves on professionalism, reliability and delivering excellence to our clients. This is an exciting opportunity to join a supportive team where your contribution truly makes a difference.

The Role

As our Office Administrator, you will play a key part in ensuring the smooth day-to-day running of the business. Your responsibilities will include:

- Managing and coordinating appointment schedules
- Responding professionally to client and team queries
- Maintaining accurate and up-to-date records
- Providing administrative support across the team
- Handling confidential information with discretion

What We're Looking For

- Strong organisational skills and attention to detail
- Excellent communication and interpersonal abilities
- A proactive, can-do attitude
- Ability to manage multiple tasks efficiently
- Previous administrative experience is desirable, but not essential

Why Join Us?

- Be part of a professional and supportive team
- Opportunity to grow and develop your skills
- Varied and engaging day-to-day responsibilities
- A stable and respected company environment

If you're reliable, detail-oriented and ready to take the next step in your career, then send your CV to

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Communications, Computer Literacy, Creativity
- **Competency Skills:** Collaboration, Decision Making, Flexibility, Initiative