



Company Details Confidential



#JOB-2438257



Claregate Street, Kildare, Co. Kildare, R51
YN36



No of positions : 1



Paid Position



20 hours per week



Dependent On Experience



12/03/2026



09/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@propertyagents.ie



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



Office Admin/Accounts

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

This is a part-time position ,20 hours per week (2.5 days)

Duties include answering telephone /emails

Book-Keeping and accounts duties

- **Sector:** real estate activities

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Communications, Customer Service
- **Competency Skills:** Teamwork, Working on own Initiative
- **Proximity Locator Distance:** 25 Kilometres