



Company Details Confidential



#JOB-2438881



32-33 Anne Street South, Dublin 2, D02 K535



No of positions : 1



Paid Position



40 hours per week



800.00-900.00 Euro Hourly



18/03/2026



15/04/2026

How to apply

Application Method :

Not available



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



Administrative Assistant

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

Responsibilities:

- Assisting with daily office tasks
- Preparing documents and reports

Requirements:

- Good communication skills
- Basic computer knowledge
- Ability to work in a team
- Attention to detail

We offer:

- Friendly work environment
- Competitive salary
- Opportunities for growth

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

Career Level

- Entry Level

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Communications
- **Competency Skills:** Collaboration, Initiative