



3Q Recruitment



#JOB-2439038



Co. Dublin,



No of positions : 1



Paid Position



39 hours per week



17.53 Euro Hourly



19/03/2026



16/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://adr.to/sc4zwai>



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



Grade III Clerical Officer – Dublin 24

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

Grade III Clerical Officer – Part-Time | Dublin 24

We are recruiting a Grade III Clerical Officer for a part-time administrative role based in Dublin 24.

This position involves providing general clerical and office support within a busy and professional environment. It is suitable for candidates with previous administration or office experience who are seeking part-time hours.

The Role

You will support day-to-day office operations, ensuring administrative tasks are completed accurately and efficiently.

Main Duties

- Provide general clerical and administrative support
- Answer and direct phone calls and emails
- Complete data entry, filing and document management
- Schedule appointments and maintain records and databases
- Assist with reports, correspondence and documentation
- Support colleagues with daily office tasks
- Maintain confidentiality and follow data protection procedures
- Assist with general office coordination

Requirements

Previous clerical or administrative experience is desirable

Good organisational and time-management skills

IT skills including Microsoft Word, Excel and Outlook

Good communication and interpersonal skills

Ability to work independently and as part of a team

Strong attention to detail

Garda Vetting is mandatory for relevant roles.

International Police Clearance is required where a candidate has lived or worked outside Ireland for 6 months or more since the age of 16

- **Sector:** other service activities

Career Level

- Entry Level