



Company Details Confidential



#JOB-2439146



20 Clanwilliam Terrace, Dublin 2, D02 E426



No of positions : 1



Paid Position



40 hours per week



800.00-900.00 Euro Weekly



19/03/2026



16/04/2026

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

We are looking for a proactive and detail-oriented Administrative Assistant to support our property management team. The ideal candidate will be the first point of contact for our company and will play a key role in ensuring the smooth day-to-day running of our office.

Key Responsibilities:

Serve as the first point of contact for clients, tenants, and visitors, both in person and over the phone.

Manage and maintain office systems, including filing, data entry, and document management.

Handle incoming and outgoing correspondence (emails, letters, couriers).

Skills:

Excellent command of the English language (both written and verbal).

Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Attention to detail and problem-solving skills.

Ability to work both independently and as part of a team.

What We Offer:

A supportive and professional working environment.

Opportunities for professional development and growth.

- **Sector:** real estate activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

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

(Desirable)

- **Ability Skills:** Administration, Communications
- **Competency Skills:** Decision Making, Flexibility, Initiative