



Company Details Confidential



#JOB-2440138



Balbriggan, Dublin,



No of positions : 1



Paid Position



35 hours per week



Dependent On Experience



25/03/2026



22/04/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://form.jotform.com/260837478864070>



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



Front Office Administrator (Property)

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

Front Office Administrator (Property)

Location: Balbriggan, Co. Dublin

Hours: Monday–Friday, 10:00am – 5:00pm (1-hour lunch break, 30-hour week)

Salary: Competitive (depending on experience)

About the Role

We are an established estate agency specialising in property sales, lettings, and management. We are seeking a Front Office Administrator to be the first point of contact for clients while supporting the day-to-day administration of the business.

This is a client-facing role, where professionalism, organisation, and a confident phone manner are essential.

Key Responsibilities

Front of Office & Phone Handling (Primary Focus)

- Act as the first point of contact for all incoming calls and office visitors
- Manage phone enquiries efficiently and professionally
- Welcome clients and handle walk-in queries
- Direct enquiries to the appropriate team members
- Maintain a professional and organised front office

Administration (Core Responsibility)

- Provide administrative support to sales, lettings, and property management teams
- Manage emails, correspondence, and appointment scheduling
- Maintain and update CRM systems and databases
- Upload property listings and assist with marketing materials
- Maintain filing systems and documentation
- Ensure brochures and window displays are up to date

Accounts / Bookkeeping (Advantageous)

- Assist with basic bookkeeping tasks where applicable
- Support invoice processing and transaction recording
- Work with accounting software (e.g. Xero) if experience is present

About You

- Confident and professional phone manner
- Comfortable in a front-of-house, client-facing role
- Previous experience in administration, reception, or similar
- Strong organisational skills and attention to detail
- Bookkeeping or accounts experience is an advantage (not essential)
- Friendly, reliable, and proactive

Why This Role May Suit You

- Consistent weekday hours (10am–5pm)
- 30-hour working week with a daily 1-hour break
- No evenings or weekends
- Stable, long-term position
- Supportive and team-oriented environment
- Well suited to someone seeking structured hours or returning to work

What We Offer

- Competitive salary based on experience
- Pension contributions in line with auto-enrolment requirements
- A varied role combining client interaction and administration
- Opportunity to develop skills within the property sector

Work Location

Balbriggan, Co. Dublin

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

Career Level

- Experienced [Non-Managerial]