



CORAL BERRY LIMITED t/a John O Connell

Furniture



#JOB-2442522



UNIT 7, Dunshaughlin Bus Pk, Dunshaughlin,

Co. Meath, A85 VP96



No of positions : 1



Paid Position



25 hours per week



To be Confirmed



13/04/2026



11/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : sales@jocfurniture.com



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



Office Administrator

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 reliable and detail oriented Office Administrator. The successful candidate will also be required to provide additional accounts support.

Monday - Friday: Hours roughly 9:30am - 2:30pm but can be negotiated.

Located in Dunshaughlin Business Park.

Requirements:

Minimum of 2 years experience in an administrative role

Strong attention to detail and accuracy

Basic understanding of financial principles

Ability to work on their own initiative

Experience with Microsoft programs

*Experience with Sage Accounts desired

This role is ideal for someone looking for flexible working hours.

Please email your CV to sales@jocfurniture.com

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Communications, Customer Service, Interpersonal Skills
- **Competency Skills:** Flexibility, Working on own Initiative
- **Specialising In:**sage accounts;microsoft office