



PREMIUM GRADE TELECOM LIMITED



#JOB-2447853



Landscape House, Baldonnell Bus Pk, Ireland,
D22 P3K7



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



11/05/2026



08/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : reply2008ip@yahoo.co.uk



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



Office & Finance Administrator (Hybrid)

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

Location: Dublin, Ireland (Office in Dublin / Work-from-Home flexibility)

Type: Part-Time

Reports to: Operations Manager / Business Owner

Role Overview

We are seeking an organized and proactive Office & Finance Administrator to join our growing team in Dublin. This dual-focus role is ideal for a professional who is efficient at managing office operations and possesses a foundational understanding of bookkeeping and Irish accounting principles. You will be a key support for our international e-commerce business.

Key Responsibilities

1. Finance & Bookkeeping (Accounting Knowledge Preferred)

Maintain accurate financial records using cloud software (e.g., Xero, QuickBooks, or Sage).

Assist in bank reconciliations, accounts payable/receivable, and expense processing.

Organize and prepare documentation for VAT3 returns and PAYE/PRSI via the Revenue Online Service (ROS).

Liaise with our external accountants for year-end reporting and compliance.

2. General Office Administration

Serve as the first point of contact for local vendors, utilities, and facility management.

Manage physical and digital filing systems, ensuring all records are up to date.

Coordinate logistics and shipping documentation for our e-commerce shipments from Dublin.

Support the management team with general scheduling, procurement, and HR admin tasks.

Requirements & Skills

Accounting Knowledge: A basic understanding of bookkeeping, Irish VAT, and payroll is highly preferred. Experience with ROS.ie is a major advantage.

Administrative Experience: 1–3 years in an office environment, ideally within an Irish SME.

Tech Proficiency: High competency in Microsoft Office 365 (especially Excel) and cloud-based tools.

Communication: Good command of the English language is essential. (Optional: Native/Fluent French or Spanish is a bonus).

Self-Management: Disciplined and organized, capable of working independently during remote days and collaboratively in our Dublin office.

Benefits

Salary: align with local rate (Based on experience and accounting qualifications).

Hybrid Model: Flexible work-from-home and office-based schedule.

Growth: Opportunity to gain experience in a fast-paced international e-commerce environment.

Eligibility: Candidates must have a valid right to work in Ireland at the time of application (e.g., EU/EEA citizenship, Stamp 1G, Stamp 4, etc.). Please note that we are not providing visa sponsorship for this role.

- This vacancy is suitable for Remote/Blended working
- **Sector:** administrative and support service activities

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

(Desirable)

- **Ability Skills:** Administration, Analytical, Communications
- **Competency Skills:** Negotiation, Networking, Teamwork, Working on own Initiative
- **Specialising In:** european language is preferred