



Active Connections



#JOB-2452669



Ballinlough, Killeagh, Co. Cork, P36 FT26



No of positions : 1



Paid Position



12 hours per week



18.00 Euro Hourly



09/06/2026



07/07/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [people@activeconnections.ie](mailto:people@activeconnections.ie)



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



## Tech Business Support

### 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 seeking an appropriately skilled person to help increase organisational effectiveness, your primary mission is to eliminate repetitive administrative tasks (google workspace) and boost our organisational efficiency. You will bridge the gap between our current workflows and modern digital tools with in and onto of our current system, building seamless integrations that allow our team to focus on what matters most: our core mission impact.

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

### Career Level

- Experienced [Non-Managerial]

### Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 1
- **Languages:** Irish C2-Master (Fluent)

(Desirable)

- **Ability Skills:** Administration, Analytical, Customer Service, Engineering
- **Competency Skills:** Collaboration, Time Management, Working on own Initiative
- **Specialising In:** software development