



IRISH WHISKEY AUCTIONS LIMITED



#JOB-2453095



UNIT 51, The Brewery Bus Pk, Ardee Road,

Dundalk, Co. Louth, A91 W9T4



No of positions : 1



Paid Position



37.5 hours per week



Dependent On Experience



11/06/2026



09/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@irishwhiskeyauctions.com



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



Administrator – Irish Whiskey Auctions & The Whiskey Hub

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: Dundalk

Job Type: Full-Time, Onsite

Hours: Monday to Friday, 9:30am–5:00pm

Annual Leave: 20 days

Salary: Depending on experience

Join the Team at Irish Whiskey Auctions & The Whiskey Hub

Are you highly organised, detail-focused, and confident dealing with customers? Can you manage emails, phone calls, records, and a busy to-do list without losing track of the small details?

Irish Whiskey Auctions and The Whiskey Hub are looking for an Administrator to join our growing team in Dundalk.

We operate in one of the most exciting and fast-moving areas of the drinks industry, working with rare whiskey, collectible spirits, online auctions, global customers, storage, fulfilment, events, tourism, and specialist whiskey services.

This is a varied role where no two days are quite the same. One moment you may be welcoming visitors or answering customer queries, the next you may be assisting with auction evaluations, processing submissions, uploading auction lots, or supporting the team with day-to-day administration.

We are looking for someone professional, dependable, organised, and friendly — someone who takes pride in doing things properly, enjoys variety, and can be part of a busy team while still having a laugh along the way.

What You Will Be Doing:

Answering telephone and email enquiries from customers

Meet and greet customers, setting up appointments and preparing for same.

Managing day-to-day administrative tasks.

Co-ordination and planning of the workflow surrounding our general and monthly activities.

Maintaining logistic records and assisting the packing team during the busy periods.

Assisting with auction evaluations and processing submissions.

Uploading auction lots and maintaining accurate records.

General office duties and ordering all office supplies.

Working closely with a small, energetic, and passionate team

What We Are Looking For:

Minimum 3 years' relevant experience in an administrative role

Previous customer service experience

Excellent telephone manner and interpersonal skills

Strong organisational skills and attention to detail

Clear, friendly, and professional communication skills

Good computer skills, including experience with Microsoft Office, particularly Excel and Word

Confidence learning bespoke software systems and online platforms

Ability to manage multiple tasks and priorities

A positive attitude and willingness to learn

Reliability, diligence, and self-motivation

Bonus Points If You Have

An interest in whiskey, spirits, auctions, or collectibles

Experience with data entry, online listings, stock systems, or auction platforms

What You Will Get:

A full-time Monday to Friday role

A friendly and supportive team environment

A unique opportunity to work in the whiskey and spirits industry

Exposure to some of the rarest and most interesting bottles in the world

Opportunities to develop new skills and grow with the business

Check us out at www.irishwhiskeyauctions.com

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]