



SPRINGBOARD PR & MARKETING LIMITED



#JOB-2454279



18 Saint Patricks Place, Wellington Road,  
Cork, Co. Cork, T23 A9RP



No of positions : 1



Paid Position



37.5 hours per week



To be Confirmed



19/06/2026



17/07/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [agnes@springboardcommunications.ie](mailto:agnes@springboardcommunications.ie)



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

#### About the Role

Springboard Communications is looking for an organised and proactive Office Administrator to join our team.

Reporting to the Operations Manager, this role will support the day-to-day running of the office and wider business operations. You will play a key role in ensuring that administrative processes run smoothly, supporting colleagues across the agency and helping to keep everything organised behind the scenes.

This is an ideal opportunity for someone who enjoys variety, is highly organised and takes pride in getting things done.

This is a full-time, permanent position based in our Cork office.

#### What You Will Do

Support the Operations Manager with day-to-day office administration and business support.

Assist with employee onboarding and the coordination of new starter setup.

Coordinate office requirements, including supplies, facilities and liaising with external service providers.

Support the setup of equipment, systems and workspace requirements for new employees in conjunction with IT providers.

Maintain accurate client, supplier and company records across internal systems and databases.

Support month-end reporting and administrative processes.

Coordinate diaries, meetings and scheduling requirements, ensuring meeting logistics are organised efficiently.

Assist with updating internal trackers, reports and business records.

Help coordinate team meetings, company events and staff activities.

Act as a key point of contact for general office queries and administrative support.

Help ensure the smooth day-to-day running of the office and wider business operations.

#### About You

Previous experience in an office administration, business support or customer-facing role would be advantageous.

Strong working knowledge of Microsoft Excel and Microsoft Office.

Excellent organisational skills and attention to detail.

Comfortable managing multiple tasks and priorities.

Strong communication and interpersonal skills.

Proactive, reliable and willing to get stuck in.

A positive team player who enjoys supporting colleagues and contributing to a busy office environment.

#### Why Springboard?

Pension contribution.

Ongoing training and professional development.

Summer and Christmas team events.

Certified B Corp culture — purposeful work, people-first values.

#### How to Apply

Please send your CV and a short cover letter outlining your suitability for the role to [agnes@springboardcommunications.ie](mailto:agnes@springboardcommunications.ie).

Closing date for applications: 24 July 2026.

Springboard Communications is an equal opportunities employer.

- **Sector:** other service activities

#### Career Level

- Experienced [Non-Managerial]