



Company Details Confidential



#JOB-2462886



Co. Dublin,



No of positions : 1



Paid Position



35 hours per week



36605.00 Euro Annually



07/08/2026



04/09/2026

How to apply

Application Method :

Not available



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Office Manager and Financial 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

Team Hope are seeking a qualified Office Manager and Financial Support to join our team in Dublin. The successful candidate will Responsibilities include reviewing organisational procedures, procurement, supplier management, budget monitoring, donor compliance support .

The role also supports corporate engagement and acts as the first point of contact for organisational enquiries. Applicants should demonstrate strong organisational, administrative, and communication skills. This is a full-time, permanent position (35 hours per week). Salary: €36,605 per annum

- **Sector:** other service activities

Career Level

- Managerial