



Demac Education Ltd



#JOB-2463255



DEMAC EDUCATION, 19/20 Auburn Court,
Hbr Row, Longford, Co. Longford, N39 WD62



No of positions : 1



Paid Position



28 hours per week



To be Confirmed



10/08/2026



07/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@demaceducation.com

Phone : 0879676222



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



Administravtive Assistant

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

Part -time position available in an Education bookshop based in Longford Town, Position will involve serving customers, replying to emails, processing orders, bank lodgements, handling accounts, updating website, liaising with publishers and suppliers, handling customer/school queries etc. Must be fully Computer literate & able to work without supervision 4 days a week 9.30-5.30pm Immediate start wanted

- **Sector:** administrative and support service activities

Career Level

- Experienced [Non-Managerial]