



Company Details Confidential



#JOB-2463344



UNIT 5A, Delta Retail Park, Ballysimon Road,
Limerick, Co. Limerick, V94 Y8D4



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



11/08/2026



08/09/2026

How to apply

Application Method :

Not available



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



IT Support / Clerical Officer

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 Company

We are a growing distribution company based in Co. Limerick, supplying products to customers across Ireland. We pride ourselves on delivering excellent customer service, maintaining efficient operations, and embracing technology to support our business. We are currently seeking a motivated and reliable IT Support / Clerical Officer to join our team.

The Role

This is a varied role that combines first-line IT support with general administrative and clerical duties. The successful candidate will provide day-to-day technical assistance to staff while supporting the smooth running of office operations.

Key Responsibilities

IT Support

Provide first-line technical support for PCs, laptops, printers, mobile devices, and other office equipment.

Troubleshoot hardware, software, and network issues.

Set up and configure new computers, user accounts, email accounts, and peripherals.

Assist with Microsoft 365 administration, including Outlook, Teams, SharePoint, and OneDrive.

Maintain IT asset records and software licensing.

Liaise with external IT service providers when required.

Perform routine system updates, backups, and security checks.

Assist with maintaining cybersecurity best practices across the business.

Clerical & Administrative Duties

Process customer orders and maintain accurate records.

Enter and update data on company systems.

Answer telephone and email enquiries professionally.

Prepare reports, spreadsheets, and correspondence.

File and organise company documentation.

Assist with stock administration and inventory records.

Support management with general office administration.

Carry out other administrative duties as required.

Essential Requirements

Previous experience in an IT support, administrative, or office environment.

Good knowledge of Microsoft Windows and Microsoft 365.

Strong IT troubleshooting and problem-solving skills.

Excellent organisational and time management abilities.

High level of accuracy and attention to detail.

Strong written and verbal communication skills.

Ability to work independently and as part of a team.

Full permission to work in Ireland.

Desirable Skills

Experience with ERP, warehouse management, or distribution software.

Knowledge of networking fundamentals (routers, switches, Wi-Fi, VPNs).

Experience supporting printers and barcode scanning equipment.

Familiarity with cybersecurity best practices.

Relevant IT qualification (CompTIA A+, Microsoft certification, QQI Level 5/6, or equivalent).

What We Offer

Competitive salary based on experience.

Company pension scheme (where applicable).

Training and professional development opportunities.

Friendly and supportive working environment.

Opportunities for career progression within a growing company.

On-site parking.

Personal Attributes

We are looking for someone who is:

Friendly, approachable, and customer focused.

Self-motivated with a proactive attitude.

Adaptable and willing to learn new systems.

Able to manage multiple tasks and prior

- **Sector:** construction

Career Level

- Experienced [Non-Managerial]