



LM Virtual Office



#JOB-2463436

LM VIRTUAL OFFICE, Unit 11A, Blackthorn



Bus Pk, Coes Road, Dundalk, Co. Louth, A91
P489



No of positions : 1



Paid Position



37.5 hours per week



28000.00 Euro Annually



11/08/2026



08/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : apply@lmvirtualoffice.ie



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



Telephone Answering Operator - Full-Time

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

The position involves answering calls for various businesses, taking phone orders, relaying messages to each business and transferring calls if required.

Applicants must possess a pleasant speaking voice with an emphasis on proper grammar, have fast and accurate typing and excellent communication skills. A good knowledge of Microsoft office, be computer literate and have the ability to work under pressure is a definite requirement.

The hours are Monday - Friday 9.00am - 5:30pm, working in our office, not remotely.

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

Career Level

- Experienced [Non-Managerial]