



3Q Recruitment



#JOB-2463529



Co. Offaly,



No of positions : 1



Paid Position



35 hours per week



15.54 Euro Hourly



11/08/2026



08/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

URL :

<https://adr.to/3zqkoai>



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



Office Administrator - Midlands

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

Office Administrator Jobs Midlands| Full-Time Administrative Role

Office Administrator for a full-time administrative position based in Midlands.

This role provides essential clerical and office support within a busy, professional office environment and offers 9 to 5 (Monday to Friday) working hours, making it ideal for candidates seeking work-life balance.

The successful candidate will work 35 hours per week, with flexibility around start and finish times, and will play a key role in ensuring smooth day-to-day office operations.

This role suits candidates with clerical, administration or office support experience who are looking for stable, part-time work in a well-structured setting.

Key Role Details

Job Title: Office Administrator

Location: Midlands

Hours: 35 hours per week

Contract: Full-Time

Pay Rate: €15.54 per hour (DOE)

Working Pattern: 9am to 5pm Sector: Office / Administrative Support

Key Responsibilities

As a Office Admin, you will:

Provide general clerical and administrative support to the office team

Answer and direct phone calls and emails in a professional manner

Complete data entry, filing and document control accurately

Schedule appointments and maintain records and databases

Assist colleagues with day-to-day office administration tasks

Support preparation of reports, correspondence and documentation

Ensure confidentiality, GDPR and data protection standards are maintained

Assist with general office coordination and workflow as required

Requirements Candidates should have:

Previous clerical or administrative experience (desirable)

Strong organisation and time-management skills

Good IT skills, including Microsoft Word, Excel and Outlook

Excellent communication and interpersonal skills

Ability to work independently and as part of a team

Strong attention to detail and a professional approach to work

Subject to:

Garda Vetting is mandatory for relevant roles

International Police Clearance is required where a candidate has lived or worked outside Ireland for 6 months or more since the age of 16

Salary & Benefits

€15.54 per hour (DOE)

35 hours per week

Full-time role based in Midlands

Supportive and professional office environment

Opportunity to gain valuable public-sector style administrative experience

Consistent hours and structured duties

- **Sector:** other service activities

Career Level

- Entry Level