



Company Details Confidential



#JOB-2465336

SHERRY FITZGERALD O'LEARY KINS, 10



Slaney Street, Enniscorthy, Co. Wexford, Y21

E5W0



No of positions : 1



Paid Position



37.5 hours per week



Dependent On Experience



21/08/2026



18/09/2026

How to apply

Application Method :

Not available



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



Receptionist / Office Administrator

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

We are currently looking for a Full Time Receptionist / Office Administrator to join our busy estate agency team, working between our Enniscorthy and Gorey offices.

The role which will be mainly based in Enniscorthy includes:

- Working between both offices
- Monday to Friday, 9:00am – 5:30pm
- Reception, administration and general office duties
- Attending to our clients and enquiries as well as compliance and admin work
- Good IT skills are essential
- CRM training will be provided
- Excellent customer service skills are required
- Be part of a dynamic and vibrant team of enthusiastic coworkers

- **Sector:** real estate activities

Career Level

- Entry Level