



CARVIN PROPERTY MANAGEMENT
LIMITED



#JOB-2465350



Balrothery, Balbriggan, Co. Dublin,



No of positions : 1



Paid Position



35 hours per week



30000.00-34000.00 Euro Annually



21/08/2026



18/09/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : nicky@carvinproperty.ei



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



Office Admin/Secretarial

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 have an Office Administration-Secretarial position available in County Dublin Area. Training and mentoring will be provided to the right candidate to help integration. Previous knowledge and Experience in Microsoft Word -One Drive- Quickbook's - Excel - My Blockman - Thesaurus Payroll- Bookkeeping . This position is for suits both remote and office based work. Good Telephone communication skills and working on own initiative helpful. Please.

- This vacancy is suitable for Remote/Blended working
- **Sector:** real estate activities

Career Level

- Experienced [Non-Managerial]