



Company Details Confidential



#JOB-2467409



The Distillery Bldg, Units 2&, Smithfield,
Dublin, ????????, Co. ????????, D07 KXY5



No of positions : 1



Paid Position



40 hours per week



2600.00-2800.00 Euro Monthly



03/09/2026



01/10/2026

How to apply

Application Method :

Not available



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app & point here
to view this ad
online



Administrative Assistant

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

Key Responsibilities:

Overseeing and coordinating the day-to-day operations of the office, including handling various administrative tasks.

Managing incoming phone calls, email correspondence, and all related communications.

Drafting, formatting, and proofreading documents, reports, and presentation materials.

Organising travel arrangements and processing expense claims.

Requirements:

Exceptional organisational abilities and effective time management skills.

High level of accuracy and a proactive approach to solving problems.

Capable of working both independently and collaboratively within a team.

What We Offer:

A positive and supportive team atmosphere.

Access to ongoing professional growth and training opportunities.

Flexible work schedules to support work-life balance.

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

Career Level

- Entry Level

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0

- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Creativity

- **Competency Skills:** Decision Making, Problem Solving

