



SIGNS CONNECT IRELAND LIMITED



#JOB-2470785



Multiple Locations



No of positions : 2



Paid Position



40 hours per week



To be Confirmed



17/09/2026



15/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : sales@signsconnectireland.ie



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



Office Manager

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

Multiple Locations :

- SIGNS CONNECT IRELAND, Unit 7A, Santry Hall Ind Est, Dublin 9, D09 AFH1
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We are looking for the following to join our Team.

Senior Office Manager

Signs Connect Ireland is a progressive and well-established sign manufacturing company based in Santry, Dublin. We are seeking an experienced Office Manager to be part of our team, many of whom have worked together for 20 years plus, developing a number of unique sign systems under the Connect Brand. If you have a proven track record, preferably within the construction or associated industries, we would like to hear from you.

Scope of work includes:

Sales Admin Support and the implementation of a CRM system backed up by the necessary training and support.

Support Operations in a Creative, Manufacturing & Sales/Marketing environment.

Assist with account management of a number of key corporate companies and individuals, and contribute to developing additional home and overseas markets.

Your role will include supporting our Sales Team progressing internet sales assisted by a range of Product Information sheets and PowerPoint presentations.

Contributing to online meetings/presentations and assisting with meeting/greeting visitors to our Reception /Showrooms

You must have –

A proven track record in a similar role, working within the construction/manufacturing industry.

The capabilities to work with enthusiasm in a busy and professional environment, promoting and growing our Connect Brand

Self-motivated with the ability to work as part of a dedicated team in a modern and comfortable

environment.

You will report to our CEO and be Proficient in MS Office, Google Workspace and Sage.

This is a full time on site position and an opportunity to be part of a company expanding into new markets .

Salary: DOE per year - with additional benefits in the short/medium term depending on your ability, professionalism and problem solving abilities

Email CV (in confidence) to sales@signsconnectireland.ie

- **Sector:** manufacturing

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 5

(Desirable)

- **Ability Skills:** Administration, Computer Literacy, Financial, Sales/Marketing
- **Competency Skills:** Flexibility, Teamwork, Time Management, Working on own Initiative