



Company Details Confidential



#JOB-2471434



10 Griffin Drive East, Ard Griffin, Midleton, Co.
Cork, P25 Y6C8



No of positions : 1



Paid Position



40 hours per week



To be Confirmed



22/09/2026



20/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : nexaflowai.ie@gmail.com



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

NexaFlow AI Limited, an Irish-registered software company based in Midleton, County Cork, is seeking a full-time Office Manager to work remotely within Ireland.

NexaFlow provides artificial intelligence, software development and workflow-automation services to businesses across Ireland, the UK and Europe. We are looking for a highly organised and technically capable individual to manage the company's daily office administration and provide professional support to directors, employees, contractors and clients.

Key responsibilities include:

- Managing correspondence, emails, telephone enquiries and digital records.
- Organising meetings, appointments, calendars and follow-up actions.
- Preparing letters, reports, presentations and general business documents.
- Maintaining employee, contractor, supplier and client records.
- Supporting staff recruitment, onboarding, attendance and payroll administration.
- Maintaining Microsoft 365, shared folders, CRM records and other office systems.
- Coordinating office supplies, software subscriptions and service providers.
- Processing invoices, recording expenses and supporting payment administration.
- Maintaining company policies, registers and compliance documentation.
- Ensuring that personal and confidential information is handled in accordance with GDPR.
- Supporting directors with administrative tasks, reporting and deadline monitoring.
- Communicating professionally with clients, suppliers and external organisations.
- Helping to maintain efficient remote-working procedures across the company.

Applicants must hold a bachelor's degree in Computer Science or a closely related discipline. They should possess excellent organisational, administrative, written communication and time-management skills. Strong knowledge of Microsoft 365, cloud-based office systems and digital

record management is essential.

Previous experience in office management, administration or a technology-based organisation is desirable. Familiarity with CRM systems, payroll administration, invoicing software, GDPR and remote-team coordination would be advantageous.

This is a permanent, full-time position of 40 hours per week. The salary is €35,000–€42,000 per annum, depending on qualifications and experience. Applicants must have a reliable remote-working environment and the legal right to work in Ireland.

Please submit your CV and a brief cover letter explaining how your qualifications and experience meet the requirements of the role.

NexaFlow AI Limited is an equal-opportunities employer.

- This vacancy is suitable for Remote/Blended working
- **Sector:** information and communication

Career Level

- Managerial