



Company Details Confidential



#JOB-2472157



Artane, Dublin ,



No of positions : 1



Paid Position



8 hours per week



To be Confirmed



27/09/2026



25/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@gemwater.ie



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



Office 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

Reconciling of accounts.

Filing and organising paperwork.

Data entry and updating records.

Assisting with general day to day office tasks.

Reliable, organised and friendly.

Professional with good communication skills.

Comfortable using a computer.

Able to work independently.

Previous office experience is an advantage but not essential.

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** No Qualification

(Desirable)

- **Ability Skills:** Administration, Computer Literacy
- **Competency Skills:** Flexibility, Working on own Initiative