



Company Details Confidential



#JOB-2472353



Apartment 505, Nesson Court, Claremont,
Howth Rd, Howth, Co. Dublin, D13 C2FX



No of positions : 1



Paid Position



40 hours per week



45000.00 Euro Annually



28/09/2026



26/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : bucklej2@tcd.ie



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



Operations 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

Operations Assistant

Multiedge Trading Limited | Dublin | Full time

Multiedge is a growing business looking for an Operations Assistant to help keep its day-to-day work organised and running smoothly. This is a hands-on role in a small team, with the opportunity to take ownership of processes as the business grows.

What you'll do

Maintain accurate records across multiple systems and spreadsheets.

Monitor daily activity, spot missing information or discrepancies, and follow up until they are resolved.

Track payments, deadlines and outstanding tasks.

Set up and maintain accounts, files and internal documentation.

Prepare regular updates for the team.

Communicate with external providers to resolve routine issues.

Improve checklists and processes so work can be completed consistently as the business grows.

What we're looking for

Excellent attention to detail and strong organisational skills.

Confidence using spreadsheets and learning new software.

Clear written communication and a practical approach to solving problems.

The ability to manage several tasks at once and know when to raise an issue.

Reliability and discretion when handling sensitive information.

Previous operations or administrative experience would be useful, but we are also open to a capable recent graduate. Strong Excel or Google Sheets skills are an advantage.

To apply: Send your CV and a short note about why this role interests you to multiedgelt26@gmail.com.

- **Sector:** information and communication

Career Level

- Entry Level