



SIGNS CONNECT IRELAND LIMITED



#JOB-2472532



Multiple Locations



No of positions : 2



Paid Position



40 hours per week



20000.00-40000.00 Euro Annually



29/09/2026



27/10/2026

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



Part-Time Office Administrator – Job Share

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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Part-Time Office Administrator – Job Share

Santry, Dublin 9 | €40,000 FTE (€20,000 p.a. based on 50% hours)

Signs Connect Ireland, a well-established sign manufacturing company based in Santry, is seeking two experienced Part-Time Office Administrators to share this important role.

The anticipated arrangement is approximately 2.5 days per week each, providing continuous office coverage, although alternative arrangements may be considered.

Key Responsibilities

Day-to-day office administration and customer enquiries

Answering telephone calls and emails

Preparing quotations, purchase orders and invoices

Liaising with clients, contractors and suppliers

Updating job schedules, delivery dates and records

Maintaining information within our Clarity Go business management system

General administrative support to management

Applicants should have previous office administration experience, preferably within construction, manufacturing or a similar industry, together with good Microsoft Outlook, Word and Excel skills.

For suitable applicants, there may also be an opportunity to work additional paid hybrid hours, assisting online with the promotion of our Connect Brand range of signage and wayfinding systems.

Salary: €40,000 FTE / approximately €20,000 p.a. per 50% position.

For additional information about Signs Connect Ireland and our Connect range, visit www.signsconnectireland.ie.

Please email your CV and preferred working days/hours in confidence to jobs@signsconnectireland.ie.

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

Career Level

- Not Required

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 5
- **Minimum Qualification:**No Qualification

(Desirable)

- **Ability Skills:** Administration, Interpersonal Skills
- **Competency Skills:** Flexibility, Time Management, Working on own Initiative