Company Details Confidential

#SEMP-2476773

Co. Cork,

No of positions : 100

Self Employed

30 hours per week

Competitive

26/10/2026

23/11/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : audrakensington62@gmail.com

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

Administrative assistant

Job Description

Remote Administrative Assistant

Job Type: Part-Time / Full-Time

Location: Remote

Work Arrangement: Work from Home

Experience Level: Entry-Level – No Previous Experience Required

Job Overview

We are seeking a reliable, organized, and detail-oriented Remote Administrative Assistant to support our team with daily administrative and online tasks. This position is suitable for individuals who can work independently, communicate effectively, and manage basic office duties remotely.

Previous administrative experience is not essential, as training and guidance will be provided to help the successful candidate understand the role and responsibilities.

Key Responsibilities

Perform general administrative and clerical tasks remotely.

Enter, update, and maintain digital records and databases.

Organize documents, files, and electronic records.

Respond to routine emails and online inquiries professionally.

Schedule appointments, manage calendars, and assist with task coordination.

Prepare, format, and organize basic reports and documents.

Follow instructions and complete assigned tasks accurately and on time.

Maintain the confidentiality of company information.

Provide general administrative support to team members as required.

Requirements and Qualifications.

Ability to work independently and manage time effectively.

Reliable internet connection and access to a computer, phone or Tablet.

Willingness to learn new systems and administrative procedures.

Previous experience is an advantage but not required.

English may also be required depending on the team's working language.

What We Offer

Fully remote working arrangement within Ireland

Part-time or full-time opportunities, depending on business needs.

Flexible working hours, subject to agreed schedules.

Training and ongoing guidance.

An opportunity to develop administrative and digital skills.

A supportive and professional working environment.

Working Hours

Working hours will depend on the agreed employment arrangement. Candidates should be able to communicate regularly with the team and meet assigned deadlines.

Compensation

Salary or hourly pay will be discussed during the recruitment process and will depend on the working hours, responsibilities, and applicable employment arrangements.

How to Apply

Interested candidates should submit an updated CV , highlighting their relevant skills, availability, language abilities, and familiarity with basic computer applications.

Shortlisted candidates will be contacted regarding the next steps in the recruitment process.

We welcome applications from motivated candidates who are eager to learn, work responsibly, and contribute to an organize

- This vacancy is suitable for Remote/Blended working
- **Sector:** other service activities

Career Level

- Not Required