

JUNIOR OFFICE ADMINISTRATOR

Comyn Kelleher Tobin Solicitors are seeking to recruit a full-time Junior Office Administrator for our Dublin office.

With a team of more than 60 professionals across offices in Cork and Dublin, CKT is ranked in the top 25 in Ireland. Our growing firm is renowned for providing high quality training in a great atmosphere with exceptional opportunity for career development.

OPPORTUNITY

The ideal candidate should meet the following criteria:

- MS Office skills
- Excellent communication and organisation skills
- Ability to prioritise and manage time effectively
- Ability to work with a team in a fast pace environment
- 1 year office-based experience an advantage

RESPONSIBILITIES

- General administration support
- Provide support to legal secretaries
- Assisting with the daily running of the office
- Scanning and filing documents
- Manage incoming and outgoing post
- Answering phones

HOW TO APPLY

Interested candidates need to email their CV and cover letter to careers@ckt.ie