



Gilligan Black Recruitment Ltd



#JOB-2412826



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



40000.00 Euro Annually



22/09/2025



20/10/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : theresa.black@gilliganblack.ie



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



Administrator - Senior Position

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

€40k per annum + excellent Benefits

Hybrid - 3 days in the office in Dublin 1 (On luas line)

This semi state have an exciting new role for an experienced administrator to join their team. Reporting into the Senior HR Lead your role will be multi faceted, covering HR, travel arrangements, Accounts Administration, Payroll set up, general admin support in a highly autonomous role. It's a busy role with weekly and monthly deadlines that mean you can very much schedule your own dairy to ensure you deliver on these timelines. It's your role, you run it!

It will suit someone who loves the administration role, enjoys making improvements to processes no matter how small, you will have outstanding organisational skills and can take responsibility for your own role, while working with a wider team. You will have excellent systems experience and can adapt to new systems easily.

This is a fantastic opportunity to work in a dynamic, warm and effective team. If you have no less than 5 years experience in admin and love the role then apply with your CV for immediate consideration.

- This vacancy is suitable for Remote/Blended working
- **Sector:** public administration and defence; compulsory social security

Career Level

- Experienced [Non-Managerial]