



Company Details Confidential



#JOB-2415540



Office #216, NETSA Kilbarrack, Killbarrack Road, Howth Junction, Dublin, D05 DC60



No of positions : 1



Paid Position



35 hours per week



13.50 Euro Hourly



08/10/2025



05/11/2025

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@brightstarcare.ie



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



Office /Liaison Manager

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

An office/liaison manager facilitates communication, coordinates activities, and builds relationships between various internal or external groups and stakeholders, acting as a central point of contact and a bridge to ensure smooth operations and collaboration. Key responsibilities include managing information flow, organizing meetings, resolving conflicts, maintaining official records, and providing administrative and strategic support to senior management.

Key Responsibilities:

Facilitate Communication: Act as a central point of contact for different departments, teams, or external organizations, ensuring information is accurately shared and understood.

Coordinate Collaboration: Organize meetings, conferences, or workshops to foster teamwork and collaboration between various stakeholders.

Relationship Management: Build and maintain strong relationships with internal and external stakeholders, understanding their needs and concerns.

Information Management: Manage the flow of information, maintain accurate records, and ensure compliance with relevant policies and procedures.

Conflict Resolution: Identify and resolve communication issues or conflicts between different groups to maintain smooth operations.

Administrative Support: Provide administrative support to senior management, which can include preparing reports, agendas, and minutes for meetings.

Liaison Office Management: If managing a liaison office, this would involve the day-to-day management of the office itself, including its staff and operations.

Representing the Organization: In some roles, this can involve representing the company or organization to customers, partners, or other entities.

Essential Skills and Qualifications:

Excellent Communication Skills: Strong verbal and written communication skills are essential for conveying information and facilitating understanding.

Organizational Skills: Great organizational abilities are crucial for managing multiple tasks and coordinating complex activities.

Relationship-Building Skills: The ability to develop and foster strong relationships with various stakeholders is key to success.

Conflict Resolution Skills: The capacity to identify and resolve problems in communication or operations.

Attention to Detail: Meticulous attention to detail is necessary for accurate record-keeping and information management.

Confidentiality: The ability to handle sensitive and confidential information with discretion.

Technical Skills: Proficiency with organizational tools and systems may be required.

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

Career Level

- Not Required