



Company Details Confidential



#JOB-2415548



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



Personal Secretary

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

A personal secretary/assistant (PA) provides high-level administrative, personal, and organisational support to an executive or individual, managing their schedules, communications, and travel, and preparing documents and presentations. Key skills required include excellent communication and IT proficiency, strong organisational and time management abilities, attention to detail, confidentiality, and the capacity to work under pressure and on one's own initiative.

Job Description & Responsibilities/Duties:

Diary and Schedule Management: Managing complex diaries, scheduling meetings, and making appointments for the executive.

Communication: Handling phone calls, emails, and correspondence, acting as a gatekeeper to screen communications.

Travel Coordination: Planning and organising domestic and international travel, including flights, accommodation, and detailed itineraries.

Meeting & Event Support: Preparing agendas, presentations, and documents for meetings, and taking minutes and following up on action points.

Administrative Tasks: Filing, document management, ordering office supplies, and managing records.

Document Production: Producing reports, presentations, and other documents on behalf of the executive.

Confidentiality: Handling sensitive and confidential information with discretion and maintaining a high level of professionalism.

Liaison: Acting as a point of contact with clients, suppliers, and other staff.

Research: Conducting research on various topics for the executive and producing clear reports.

Personal Support: Where required, assisting with personal tasks and appointments outside of the workplace.

Accompany the executive to business meetings, conferences, seminars and business events and

gatherings.

Required Essential Skills:

Communication Skills: Exceptional written and oral communication, including active listening and diplomacy.

IT Proficiency: Excellent word processing, IT, and digital skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.

Organisational Skills: Strong ability to organise tasks, prioritize efficiently, and manage multiple responsibilities.

Time Management: Excellent time management skills to meet deadlines and maintain a busy schedule.

Attention to Detail: A thorough approach to tasks, particularly when handling sensitive information.

Flexibility & Adaptability: The ability to work well under pressure, be open to change, and adapt to ever-changing schedules.

Confidentiality & Discretion: The ability to handle private and sensitive information with discretion and professionalism.

Proactivity: Working on one's own initiative and anticipating the needs of the executive.

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

Career Level

- Not Required