



Company Details Confidential



#JOB-2420137



Office #216, NESTA Kilbarrack, Killbarrack,
Howth Junction, Dublin, D05 DC60



No of positions : 1



Paid Position



35 hours per week



29000.00 Euro Annually



10/11/2025



08/12/2025

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



Private Assistant

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 private assistant's job includes managing personal and professional schedules, booking travel and events, handling correspondence, and overseeing personal finances and errands. This role requires strong organisational skills, discretion, and the ability to act as a liaison for the employer. Responsibilities can extend to lifestyle support, such as managing household staff and handling personal shopping.

Key responsibilities

Calendar and schedule management: Schedule appointments, meetings, and important events, and manage the employer's diary to prevent conflicts.

Travel and logistics: Book flights, hotels, and other transportation, and create detailed itineraries.

Communication: Screen and respond to emails, phone calls, and other correspondence; act as a point of contact for clients, staff, and external partners.

Event planning: Organise personal and professional events, including parties, dinners, and conferences, managing guest lists, venues, and catering.

Accompanying to business meetings, events, dinners, social gatherings, etc.

Personal errands and shopping: Handle tasks like shopping for gifts or household items, and managing returns.

Reputation management: Handle social media accounts and coordinate with public relations teams.

Essentials: Competency in communication skills, experience in events and social dealings, well-dressed and well-behaved, and well educated.

Updated and detailed CV with a recent photo should be sent.

- **Sector:** other service activities

Career Level

- Not Required