



KNOCKFODDA ENTERPRISES LIMITED



#JOB-2429297



BRADY'S OF SHANKILL, Dublin Road,
Shankill, Co. Dublin, D18 E1W0



No of positions : 1



Paid Position



25 hours per week



Dependent On Experience



16/01/2026



13/02/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : emma@johnbradygroup.ie



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



Office / Admin Assisant

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

Brady's of Shankill is seeking an organised and reliable Office / Admin Assistant to cover maternity leave on a part-time, fixed-term (6 months) basis. This role is based in a busy pub environment and plays a key part in supporting the smooth day-to-day running of the business.

The successful candidate will provide general office and administrative support to management, ensuring records are maintained accurately and deadlines are met. This is a varied role suited to someone who is well organised, confident working independently, and comfortable in a fast-paced hospitality setting.

Key Responsibilities:

- General office administration and record-keeping
- Managing emails, phone calls, and correspondence
- Assisting with staff files, onboarding paperwork, and compliance records
- Supporting payroll preparation and rota administration
- Processing invoices, supplier paperwork, and basic accounts admin
- Assisting with bookings, functions, and event administration
- Maintaining spreadsheets and internal tracking documents
- Liaising with suppliers and service providers as required

Key Requirements:

- Previous office or administrative experience essential
- Hospitality or retail experience an advantage
- Strong organisational and time-management skills
- Confident using Microsoft Office (Word, Excel, Outlook)
- Excellent communication skills and attention to detail
- Professional, reliable, and discreet

- **Sector:** accommodation and food service activities

Career Level

- Not Required