



Gilligan Black Recruitment Ltd

#JOB-2430472

Co. Dublin,

No of positions : 1

Paid Position

40 hours per week

40000.00 Euro Annually

23/01/2026

20/02/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [kate.ward@gilliganblack.ie](mailto:kate.ward@gilliganblack.ie)



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



## PA / Administrative Assistant to the Dean

### 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

PA / Administrative Assistant to the Dean

Contract: One-year fixed-term

Salary: €40,000

Location: City Centre

**Role Summary** A highly polished PA / Administrative Assistant is required to provide discreet, senior-level support to the Dean and ensure the efficient running of the Dean's Office. The role demands excellent judgement, professionalism, and strong organisational capability.

### Key Responsibilities

Provide comprehensive diary, meeting, and administrative support to the Dean.

Manage correspondence and act as a key point of contact with internal and external stakeholders.

Prepare documentation, reports, and briefing materials.

Support committee activity, including agendas, papers, and meeting notes.

Liaise with tutors, lecturers, and guest speakers, including payment verification.

Support induction activities, feedback processes, and accreditation documentation.

Respond to queries promptly and professionally on behalf of the Dean.

### Candidate Profile

Proven experience supporting a senior executive.

Exceptional communication and organisational skills.

Discreet, detail-focused, and highly professional.

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

### Career Level

- Experienced [Non-Managerial]