



Company Details Confidential



#JOB-2432985

Office Suite No.: 216, NESTA Kilbarrack,



Kilbarrack Road, Howth Junction, Dublin 5,

D05 DC60



No of positions : 1



Paid Position



39 hours per week



To be Confirmed



09/02/2026



09/03/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@brightstarcare.ie](mailto: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 to a managing director manages their complex schedules, coordinates meetings, handles travel, and acts as a gatekeeper for communications. Key responsibilities include managing correspondence, preparing documents and reports, maintaining confidential files, and providing proactive administrative support to ensure the managing director's efficiency and productivity. Strong organisational, communication, and discretion skills, along with proficiency in office software, are essential for this high-level executive support role.

#### Key Responsibilities

**Diary & Calendar Management:** Organize and maintain complex calendars, schedule meetings, and make appointments, prioritizing tasks to ensure optimal use of the managing director's time.

**Communication & Correspondence:** Serve as the first point of contact, screen phone calls, manage incoming and outgoing correspondence, and draft emails or letters on behalf of the managing director.

**Meeting Coordination:** Organize meetings, prepare agendas, collate relevant papers, take minutes, and ensure the managing director is well-prepared.

**Travel Arrangements:** Book and arrange travel, visas, and accommodation for the managing director.

**Document Production:** Create, type, and prepare reports, presentations, and other documents.

**Filing and Record Keeping:** Establish and maintain organised filing systems for both physical and electronic documents, ensuring easy access to information.

**Research:** Conduct background research on various topics and present findings to the managing director.

**Gatekeeping:** Manage access to the managing director, handling queries and requests and redirecting them appropriately.

**Confidentiality:** Handle sensitive and confidential information with the utmost discretion.

#### Required Skills & Attributes

**Discretion and Confidentiality:** The ability to handle sensitive information with complete discretion is paramount.

**Exceptional Organisational Skills:** Essential for managing multiple tasks, schedules, and systems

effectively.

**Strong Communication Skills:** Both written and verbal communication skills are necessary for interacting with internal staff and external clients.

**Proactiveness and Initiative:** The capacity to anticipate needs, stay one step ahead, and take initiative to resolve issues before they arise.

**Proficiency with Office Software:** Expertise in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software is crucial.

**Attention to Detail:** High attention to detail ensures accuracy in documents, schedules, and correspondence.

**Adaptability:** The ability to thrive in a fast-paced, demanding environment where priorities frequently change.

**Job Description – Personal Assistant to CEO**

**Overall Job Purpose.** To provide high level confidential support to the Chief Executive by providing a full secretarial and administration.

Accompanying the CEO to business meeting, seminars, conferences, etc.

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

#### **Career Level**

- Not Required