



Company Details Confidential



#JOB-2440517



41 Central Chambers, Dame Court, Dublin 2,



No of positions : 1



Paid Position



40 hours per week



800.00-900.00 Euro Weekly



29/03/2026



26/04/2026

How to apply

Application Method :

Not available



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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

Attributes:

Team player.

Ability to work on own initiative.

Attention to detail.

Excellent organisation skills.

Excellent communication skills with both colleagues and clients.

Understanding client needs and achieve deadlines.

The Role:

File, Document and Diary management.

The creation, amending and formatting of important documentation.

Drafting contracts for sale and other important documentation across the transaction lifecycle.

Client Liaison.

- **Sector:** financial and insurance activities

Career Level

- Entry Level