



Company Details Confidential



#JOB-2440900



67 Lansdowne Road, Dublin 4, D04 T6E8



No of positions : 1



Paid Position



40 hours per week



800.00-900.00 Euro Weekly



31/03/2026



28/04/2026

How to apply

Application Method :

Not available



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



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

Key Responsibilities:

Manage and maintain schedules, appointments, and calendars for management.

Answer and direct phone calls, emails, and other correspondence.

Prepare and format documents, reports, and presentations.

Organize and coordinate meetings, including preparing agendas and taking minutes.

Qualifications:

Excellent written and verbal communication skills.

Strong organizational and time management abilities.

Ability to multitask and prioritize tasks effectively.

What We Offer:

Competitive salary.

Opportunities for professional development.

- **Sector:** wholesale and retail trade; repair of motor vehicles and motorcycles

Career Level

- Entry Level