



Company Details Confidential



#JOB-2442159



Suite #216 NESTA Kilbarrack, Kilbarrack
Road, Howth Junction, Dublin 5, D05 DC60



No of positions : 1



Paid Position



30 hours per week



Negotiable



09/04/2026



07/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : info@brightstarcare.ie



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



Private Secretary / Receptionist

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

The Secretary / Receptionist is a pivotal role responsible for managing front desk operations while providing valuable administrative support to ensure the smooth functioning of day-to-day activities. This role demands excellent organizational skills, proficiency in office software, and a friendly demeanor to assist visitors and employees alike.

Responsibilities:

- Greet and welcome visitors in a friendly and professional manner.
- Manage incoming phone calls and emails, directing them to appropriate personnel.
- Handle correspondence, schedule meetings, and maintain appointment calendars.
- Perform general administrative duties such as filing, photocopying, and record-keeping.
- Assist with the preparation of reports, presentations, and other documents.
- Coordinate office supplies and ensure the reception area is tidy and presentable.
- Provide support for event planning and coordination.
- Handle confidential information with discretion.
- Accompany the manager/director of the company to meetings, seminars, events, dinners, etc. involving business.

Qualifications:

- High school diploma or equivalent; additional qualifications as an Administrative Assistant or Secretary is a plus.
- Proven experience as a Secretary, Receptionist, or similar role.
- Exceptional customer service skills and professional appearance.
- Familiarity with office software such as MS Office (Word, Excel, PowerPoint).
- Excellent organizational and multitasking abilities.
- Strong communication skills, both verbal and written.
- Ability to handle confidential information appropriately.

Skills:

Customer Service

MS Office

Communication

Organizational Skills

Multitasking

Time Management

Administrative Support

Event Coordination

Discretion

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

Career Level

- Not Required