



Gilligan Black Recruitment Ltd



#JOB-2443444



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



55000.00-65000.00 Euro Annually



17/04/2026



15/05/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : anne.reid@gilliganblack.ie



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



Assistant Property Manager

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

Assistant Property Manager | Dublin |

An incredible opportunity!

This is a brand-new role within the company, and as Assistant Property Manager, you will support the day-to-day management and maintenance of multiple buildings.

Key Responsibilities

Support the management of a portfolio of properties across this large, complex site.

Conduct regular site visits and inspections to ensure buildings are maintained to a high standard

Identify maintenance requirements and coordinate timely repairs and remedial works

Liaise with contractors, suppliers, and service providers to ensure works are completed efficiently and within budget

Use PEMAC (Computerised Maintenance Management System) to log, track, and manage maintenance activities

Ensure compliance with health & safety regulations and company policies

Support budgeting processes and track maintenance-related expenditures

Requirements

Previous experience in property management, facilities management, or a similar role

Experience managing multiple sites or a large property portfolio is highly desirable

Familiarity with PEMAC or similar preferred

Strong organisational skills with the ability to prioritise and manage multiple tasks

Full driving licence (due to site visits)

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

Career Level

- Experienced [Non-Managerial]