



NORTH EAST MARQUEES LIMITED



#JOB-2444424



Unit 70B, Newtown Bus Pk, Drogheda, Co.

Louth, A92 WK4V



No of positions : 1



Paid Position



20 hours per week



16.50 Euro Hourly



23/04/2026



21/05/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [ciaran@northeastmarquees.com](mailto:ciaran@northeastmarquees.com)



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



## Personal Assistant to the Director

### 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

#### Company Description

North East Marquees is a trusted provider of customized marquee and temporary structure solutions, serving private and corporate clients across Ireland. We specialize in creating versatile and memorable spaces for events such as weddings, birthday parties, corporate functions, and more. Our offerings also include scalable structures for business needs like showrooms, stockrooms, and operational overspill, eliminating the need for permanent construction. With a commitment to quality service and tailored installations, we transform customer visions into reality, ensuring each structure aligns with specific themes, layouts, or branding.

#### Role Description

We are seeking a highly organised and dependable Personal Assistant to support the Managing Director. This is a part-time position suited to someone looking for a stable, long-term role in a supportive and professional environment.

#### Working Hours

Monday, Tuesday, Thursday & Friday

9:00am – 2:00pm

Flexibility around hours can be accommodated

#### Key Responsibilities

Duties will include, but are not limited to (Full training of the below will be provided):

Monthly and manual invoicing

Payroll processing (via Thesaurus)

Preparing and maintaining RAMS (Risk Assessment Method Statement)

Typing and issuing quotations

Managing and responding to emails

Online banking reconciliation

Processing and paying invoices

Use of Revenue ROS system

Diary management and booking appointments

General administrative support as required

#### Candidate Profile

The ideal candidate will:

Have a mature, professional approach with a high level of discretion

Be highly organised with strong attention to detail

Be capable of working independently and managing their own workload

Have excellent written and verbal communication skills

Be comfortable handling confidential information

Have prior experience in a similar administrative or PA role (preferred)

Be proficient in standard office software and accounting/admin systems

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

#### **Career Level**

- Experienced [Non-Managerial]