



Company Details Confidential



#JOB-2448477

Suite #216 NESTA KilbarrackRAGE,



Kilbarrack Road, Howth Junction, Dublin 5,

D05 DC60



No of positions : 1



Paid Position



39 hours per week



Competitive



14/05/2026



11/06/2026

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



Receptionist/ Personal 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

Job Details

We are seeking a highly organized and professional individual to fill the role of Office Receptionist/ Secretary to the CEO. The incumbent will be responsible for managing the front desk operations while also providing administrative support to the CEO. This role requires excellent communication skills, attention to detail, and the ability to multitask in a fast-paced environment.

Key responsibilities:

Greet and welcome visitors in a courteous and professional manner.

Answer and direct phone calls to appropriate individuals or departments.

Manage the CEO's calendar, including scheduling appointments, meetings, and travel arrangements.

Prepare and distribute correspondence, memos, letters, and reports on behalf of the CEO.

Handle incoming and outgoing mail and packages.

Maintain office supplies inventory and place orders as needed.

Assist in organizing and coordinating company events and meetings.

Maintain a clean and organized office space.

Perform general clerical duties, such as filing, photocopying, and data entry.

Handle sensitive and confidential information with discretion and professionalism.

Accompany the CEO to meetings, seminars, workshops, business gatherings, hosting guests, etc.

Requirements (Qualifications/Experience/Competencies)

Graduate in any discipline.

Proven experience as a receptionist, secretary, or administrative assistant, minimum 3 years

Excellent verbal and written communication skills.

Strong organizational and time management skills.

Proficiency in Microsoft Office Suite (Word, Excel, Outlook).

Ability to prioritize tasks and work efficiently under pressure.

Professional demeanor and appearance.

Attractive personality.

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

Career Level

- Not Required