



LORETO CLEANING LIMITED



#JOB-2449122



Tallaght Business Centre, Whitestown Ind Est,

Dublin 24, D24 K59A



No of positions : 1



Paid Position



40 hours per week



36605.00 Euro Annually



20/05/2026



17/06/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : jen@loretogroup.ie



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



Bilingual Marketing & Operations Coordination Executive

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

Bilingual Marketing & Operations Coordination Executive

About the Role

Loreto Group is a growing facilities management and commercial cleaning company based in Dublin. We are seeking a motivated, highly organised, and bilingual professional to join our team in a dual-function role supporting both the company's marketing activities and operational management functions.

This position combines digital marketing, communications, and brand development responsibilities with executive and operational support to the Chief Operating Officer (COO). The successful candidate will play an important role in supporting internal staff communications, client engagement, recruitment advertising, and the continued growth and development of the business.

This is an excellent opportunity for an ambitious individual who thrives in a fast-paced environment and can effectively balance creative, administrative, and operational responsibilities.

Key Responsibilities

Develop and coordinate marketing and advertising campaigns to promote Loreto Group's services
Create, manage, and schedule content across social media platforms, digital channels, and print materials

Maintain and strengthen brand consistency across all marketing and communication channels

Support the COO with day-to-day operational coordination and administrative duties

Assist with client communications, business development initiatives, and presentation materials

Coordinate bilingual communications with Portuguese-speaking staff members

Support recruitment advertising and internal company communications

Monitor social media engagement and assist in implementing digital growth strategies

Assist in organising operational documentation, reports, scheduling, and workflow coordination

Liaise with internal teams to support company operations and service delivery standards

Requirements

Bachelor's degree (NFQ Level 8 or equivalent) in Marketing, Communications, Business,

Advertising, Management, or a related discipline

Minimum 2 years' experience in a marketing, communications, administrative, or operational support role

Fluent in English and Brazilian Portuguese, with excellent written and verbal communication skills

Experience working within the commercial cleaning, facilities management, or service industry environment preferred

Knowledge of BICSc cleaning standards and procedures desirable

Strong organisational and time management skills with the ability to manage multiple responsibilities simultaneously

Excellent interpersonal and communication skills

Proficiency in social media platforms, digital communication tools, and Microsoft Office applications

Ability to work independently and collaboratively within a fast-paced business environment

What We Offer

Opportunity to join a growing and ambitious Irish company

Supportive and collaborative working environment

Career progression opportunities within Loreto Group

Exposure to both

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

Career Level

- Managerial