



GRANT & O'BRIEN CLEANING

CONTRACTORS LIMITED



#JOB-2450336



GRANT O'BRIEN CLEANERS, Unit 12A,
Galvone Ind Est, Gal, Co. Limerick, V94 W744



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



27/05/2026



24/06/2026

How to apply

Application Method :

Not available



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



Planning Assistant

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: Grant Obrien Cleaning

Location: 12A Galvone Business Park,
Limerick, V94 W744

Tasks:

.studies particular department or problem area and assesses

its interrelationships with other activities;

studies work methods and procedures by measuring work involved and computing standard times for specified activities, and produces report detailing suggestions for increasing efficiency and lowering costs;

analyses project components, organises them into a logical sequence and establishes the minimum time required for the project;

purchases services, receives payment from clients, processes contracts and deals with PLANNING ASSISTANT

Key Responsibilities:

Studies particular departments or problem areas and assesses their interrelationships with other activities within the organisation;

Analyses work methods and procedures by measuring work involved and computing standard times for specified activities;

Prepares reports detailing recommendations for improving operational efficiency and reducing costs;

Analyses project components, organises activities into a logical sequence and establishes the minimum time required for project completion;

Assists with the procurement of services, processing of contracts, management of contractual arrangements and receipt of client payments;

Supports the preparation and distribution of informational materials, press releases and other

communication content;

Assists in organising campaigns, promotional activities, fundraising events and operational initiatives;

Provides administrative and operational support for planning activities and project coordination.

Requirements:

Strong analytical and organisational skills;

Knowledge of operational planning and process coordination;

Ability to prepare reports and monitor schedules and activities;

Good written and verbal communication skills;

Proficiency in administrative and planning tools.

contractual arrangements;

canvasses political opinion, writes and distributes leaflets,
writes and distributes press releases and other such material

to promote the image and policies of a political party or

election candidate, arranges fund raising activities, and

organises and participates in election campaigns.

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

Career Level

- Experienced [Non-Managerial]