



Company Details Confidential



#JOB-2454953



Suite #216 NESTA Kilbarrack, Kilbarrack
Road, Howth Junction, Dublin 5, D05 DC60



No of positions : 1



Paid Position



35 hours per week



Negotiable



25/06/2026



23/07/2026

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



Private 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

Private Assistant duties and responsibilities

A Private Assistant is usually the first point of contact for the individual they assist. For a to excel at the job, they will need to perform the following duties and responsibilities:

Handling and responding to all correspondence including phone calls, emails and letters

Scheduling appointments and organising diary entries

Setting reminders for meetings, appointments and other important tasks

Making travel and hotel arrangements

Planning conferences, workshops, seminars and other events

Taking notes at meetings, preparing the minutes and subsequently distributing to all participants

Liaising with other members of staff and external parties such as clients and press

Attending meetings along with director/manager, parties and dinners for business.

Candidates with good personality and communication skills preferred.

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

Career Level

- Not Required