



Gilligan Black Recruitment Ltd



#JOB-2458651



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



50000.00 Euro Annually



17/07/2026



14/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : theresa@gilliganblack.ie



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



EA and Office Manager

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

EA and Office Manager

Dublin 2

€50'000 per annum with excellent benefits

Rarely does an opportunity to join a start up come along with the backing of a global leader. The ability to work in the fast paced, dynamic environment of a start up with the reassurance the reputation has already been built and foundations laid to have the security and space to create something special.

This is the situation with this opportunity and the excitement is palpable. You will be joining this organisation as an Office Manager, supporting the leaders in Ireland, UAE and the US to build the organisation through effective executive support. On a day to day basis you will;

Liaise with suppliers, establish contracts, office operations, onboard new colleagues, establish yourself as systems expert. You will schedule meetings for the senior leadership team, manage logistics, these are very busy people! Support with documentation, deliver reports, agenda's, minutes etc. You will organise events, local and across the jurisdictions. As this is a start up, you will develop processes and structures that improve everyone's experience.

You are the type of person that loves to be organised, you have always went the extra mile when it comes to utilising technology to make processes run smoothly, you don't panic when plans change, you bring solutions.

If you have no less than 5 years Office Management experience within a highly corporate and International environment and love the sound of this position apply for immediate consideration. We will test your MS skills as part of the process.

- **Sector:** transportation and storage

Career Level

- Experienced [Non-Managerial]