



Company Details Confidential



#JOB-2458821



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



No of positions : 1



Paid Position



35 hours per week



Competitive



18/07/2026



15/08/2026

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 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

Private Secretary Duties and Responsibilities:

Private Secretary is responsible for supporting high-level executives with administrative tasks, managing schedules, and maintaining an efficient office environment.

You should have strong organizational, communication, and interpersonal skills, and an understanding of business operations and processes.

Their key duties and responsibilities include:

Organizing and managing schedules, appointments, and meetings

Preparing and managing correspondence, reports, and documents

Implementing and maintaining office systems

Maintaining databases and filing systems, both electronic and physical

Handling incoming mail and other materials

Setting up and coordinating meetings and conferences

Making travel arrangements for executives

Handling confidential and sensitive information with discretion

Assisting with project management tasks as needed

Communicating verbally and in writing to answer inquiries and provide information

Coordinating the flow of information internally and with other organizations.

Accompanying the executive/manager/director to meetings, events, seminars, workshops, dinners and parties to promote business.

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

Career Level

- Not Required