



Company Details Confidential



#JOB-2459337



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



No of positions : 1



Paid Position



35 hours per week



Competitive



21/07/2026



18/08/2026

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



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

The Office Manager is responsible for overseeing administrative and operational functions within the Community Care Program. This role ensures efficient office management, compliance with program regulations, and provides support to staff, clients, and external partners. The Office Manager plays a vital role in maintaining a high standard of care and service delivery.

An office manager in an Irish domiciliary care agency oversees daily office operations to support home care workers and clients. They manage staff schedules, payroll, and billing, ensure compliance with healthcare regulations, and maintain secure client and employee records.

Key Responsibilities:

Staff Coordination: Manage care worker rotas, process timesheets, and handle weekly payroll.

Office Administration: Maintain digital and physical files, order office supplies, and answer client queries.

& HR:

Ensure staff training records are up to date and that care operations meet all national guidelines.

Client Relations: Help match clients with appropriate care workers and handle feedback or concerns.

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

Career Level

- Not Required