



Company Details Confidential



#JOB-2461183



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



No of positions : 1



Paid Position



39 hours per week



Competitive



03/08/2026



31/08/2026

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



Personal 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

Core duties typically involve

Diary Management: Organizing calendars, scheduling meetings, and setting up appointments.

Communication: Handling phone calls, screening emails, and acting as the main point of contact.

Administration: Preparing reports, filing documents, and organizing travel arrangements.

Personal Support e.g. arranging and participating in Events, Seminars, Workshops, Meetings, Parties, Business dinners, etc. to promote business.

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

Career Level

- Not Required