



Company Details Confidential



#JOB-2461186



Skerries Mills, Miller's Lane, Skerries, Co.

Dublin, K34 K293



No of positions : 1



Paid Position



8 hours per week



14.15 Euro Hourly



03/08/2026



05/08/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : admin@skerriesmills.ie



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



Event Planning and Administration 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

To strengthen the delivery of current events, such as Halloween and Christmas.

To fulfil the company's desired Events Calendar of regular events, where Easter and several other key dates will be added.

To oversee weekly administrative tasks for the Farmers Market.

To plan and deliver a pilot series of Wellness Events.

To assist in the promotion of the events and the customer booking process, working effectively with the wider team (Reception, Operations and Management)

- **Sector:** arts, entertainment and recreation

Career Level

- Student

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 0
- **Minimum Qualification:** Level 5 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Administration, Customer Service, Hospitality, Technical IT
- **Competency Skills:** Priority Planning, Problem Solving, Time Management, Working on own Initiative
- **Specialising In:** administration skills
- **Proximity Locator Distance:** 40 Kilometres