



Company Details Confidential



#JOB-2466535



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



No of positions : 1



Paid Position



39 hours per week



Competitive



28/08/2026



25/09/2026

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

A private secretary to an executive in the private sector manages high-level administrative tasks, filters communications, and coordinates daily schedules to protect the executive's time.

Core Responsibilities:

Diary Management: Organizes complex calendars, schedules internal and external meetings, and arranges international travel.

Gatekeeping: Screens phone calls, handles correspondence, and decides which matters require the chief executive's direct attention.

Document Preparation: Drafts confidential reports, prepares board meeting presentations, and proofreads important company correspondence.

Stakeholder Liaison: Acts as the primary point of contact for board members, senior management, and external clients.

Arranging & Attending meetings, seminars, workshops, tours, dinners, parties, etc.

Accompanying the executive to business meetings, dinners, parties and business tours.

Required Skills and Qualifications:

Experience: 2 years of experience supporting executives in a corporate environment.

Discretion: Exceptional handling of sensitive and strictly confidential company information.

Communication: Flawless written and verbal communication skills.

Organization: Advanced multitasking abilities under tight deadlines with high attention to detail.

Technical Literacy: Proficiency in office software, virtual meeting platforms, and executive calendar tools.

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

Career Level

- Not Required