



IPF IRISH PENSIONS & FINANCE LIMITED



#JOB-2469900

IRISH PENSION & FINANCE LIMITE, Suite



3/4, Gowna Plz, Bracetown Bus Pk, Cl, Dublin
15, D15 XW31



No of positions : 1



Paid Position



37 hours per week



36605.00 Euro Annually



14/09/2026



12/10/2026

How to apply

Application Method :

Not available



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Marketing Events 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

The Company

Irish Pensions & Finance, formed in 1993, has over 30,000 clients and in excess of €1 billion in funds under management.

Roughly 80% of our business book comes from the Public Sector, where we administer 152 Union-sponsored, salary-deducted AVC schemes.

Though most of our 125 employees are based in our offices in Dublin 15, we cover the entire country with more and more of our business being transacted remotely.

The Role

Your duties will consist of the following, but are not limited to:

- Assist your team in event planning from preparation through to delivery, e.g. administering all aspects of our webinars and information stands.
- Coordinate and set up all online webinars, including designing and distributing registration links.
- Updating of Group Meeting Attendance and 'Book A Call' reports
- Create physical and digital marketing material for all events.
- Editing of Group Meeting presentation slides where needed
- Ad Hoc marketing tasks as required
- Attendance and participation at weekly marketing and team meetings.

- This vacancy is suitable for Remote/Blended working

- **Sector:** financial and insurance activities

Career Level

- Entry Level