



Bluestone Personnel Limited



#JOB-2473081



3 Marine Road, Dun Laoghaire, Co. Dublin,
A96 HW25



No of positions : 1



Paid Position



39 hours per week



36605.00 Euro Annually



02/10/2026



30/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : adriana@potentialresources.com



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



Business Executive

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

I2i Trading Ltd. are currently seeking a Business Executive for their site located at 3 Marine Road, Dun Laoghaire, Co. Dublin. A96 HW25.

The Business Executive will be responsible for supporting the day-to-day business operations, managing client relationships, coordinating business activities, preparing reports and documentation, and assisting with the implementation of business strategies.

The role will involve liaising with clients, colleagues and external stakeholders while ensuring that business processes are managed efficiently and professionally.

Requirements for the role: minimum 2 years' experience in a business or administrative environment is essential. Strong communication, organisational, interpersonal and problem-solving skills are required.

Salary: €36,605 per annum based on 39 hours per week.

If you feel you have the relevant qualifications and experience for this role, please apply in confidence with your CV to adriana@potentialresources.com

- **Sector:** other service activities

Career Level

- Experienced [Non-Managerial]

Candidate Requirements

(Essential)

- **Minimum Experienced Required (Years):** 2
- **Minimum Qualification:** Level 4 (incl Leaving Certificate/ Leaving Certificate Applied/ Leaving Certificate Vocational Programme)

(Desirable)

- **Ability Skills:** Communications, Interpersonal Skills
- **Competency Skills:** Teamwork, Time Management, Working on own Initiative
- **Additional Skills:** Manual Handling