



Gilligan Black Recruitment Ltd



#JOB-2473163



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



40000.00 Euro Annually



02/10/2026



30/10/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : karen.mcgregor@gilliganblack.ie



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



Education Administrator

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

Education Administrator

Dublin 1

Salary €40K

An excellent opportunity has arisen for an experienced Administrative Assistant to join a well-established education organisation based in Dublin 1. This is a varied role supporting the Registrar's Office, with responsibility for student administration, examinations, records, committees and general education administration.

The role will suit someone who enjoys working in a busy, professional environment and takes pride in being organised, accurate and helpful. You will support student applications and registrations, maintain records and student information systems, respond to student and prospective student enquiries, and assist with examinations, assessments, results and related administration. You will also provide support with committee meetings, agendas, minutes and action logs, as well as quality assurance, reporting and data collation.

It is expected you hold a relevant third-level qualification and solid administrative experience ideally within education, professional services or another regulated environment. Strong Microsoft Office skills, particularly Excel is a must.

Apply now for immediate consideration

- **Sector:** education

Career Level

- Experienced [Non-Managerial]