



Company Details Confidential



#JOB-2473769



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



No of positions : 1



Paid Position



39 hours per week



16.50 Euro Hourly



06/10/2026



03/11/2026

## How to apply

### Application Method :

Please apply to the vacancy by the following means:

Email : [info@brightstarcare.ie](mailto:info@brightstarcare.ie)



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



## Personal 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

A Personal Assistant (PA) in Ireland provides administrative, organizational, or person-centred care support to executives, managers, or individuals with specific needs.

#### Core Responsibilities

- **Diary & Schedule Management:** Organizing calendars, booking appointments, and scheduling meetings.
- **Communication:** Handling phone calls, screening emails, and acting as the first point of contact.
- **Travel Coordination:** Arranging flights, transport, itineraries, and accommodation.
- **Meetings & Documentation:** Taking meeting minutes, preparing presentation materials, and compiling reports.
- + Accompany the executive, manager, director for meetings, seminars, workshops, conferences, dinners and parties organised to promote the business.
- **Sector:** administrative and support service activities

### Career Level

- Not Required