



Gilligan Black Recruitment Ltd



#JOB-2474353



Co. Dublin,



No of positions : 1



Paid Position



40 hours per week



27000.00-30000.00 Euro Annually



09/10/2026



06/11/2026

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



People & Office Operations Coordinator

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

People & Office Operations Coordinator

Part-time (25 hours per week – 5 per day required)

Dublin 2 (Fully onsite)

€27K–€30K DOE

A well-established organisation based in Dublin 2 is looking for an experienced People & Office Operations Coordinator to join its Head Office team on a part-time basis. This is a varied and hands-on role, ideal for someone who enjoys taking ownership, working independently and being the person who keeps both the people administration and day-to-day office operations running smoothly.

Working closely with the Executive Assistant, the successful candidate will support the full employee lifecycle, including onboarding, contracts, employee records, payroll inputs, probation tracking, recruitment coordination and general employee queries. The role will also have responsibility for the smooth running of the office, including facilities, suppliers, IT coordination, office supplies, uniforms and branded materials, visitors, deliveries and office-related administration.

It is expected you have 5+ years' experience in HR administration, office management, people coordination, business support or a similar role. Strong experience across employee administration, onboarding, contracts and payroll inputs.

Apply now for immediate consideration

- **Sector:** real estate activities

Career Level

- Experienced [Non-Managerial]