



PEMBROKE PRIVACY LIMITED



#JOB-2476253



Block C, Block C, 112-114 St Stephen's Grn,

Dublin 2, D02 TD28



No of positions : 1



Paid Position



37.5 hours per week



Competitive



21/10/2026



18/11/2026

How to apply

Application Method :

Not available



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to view this ad
online



Office Manager (Maternity Cover)

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

About the role

We are seeking an organised, proactive and enthusiastic Office Manager to join our team immediately on a full-time basis for a one-year maternity cover contract. We work in a hybrid environment, with an expectation of being in the office two to three days per week. Applicants must be eligible to work in Ireland until 31 December 2027. The successful candidate will play a key role in the day-to-day running of the office, providing administrative support to the team, coordinating schedules, and ensuring that office activities operate smoothly and efficiently.

This is a varied position suited to someone who enjoys taking ownership, is comfortable managing competing priorities and works well as part of a team. It also offers the opportunity to build project management and project coordination experience. There may be an opportunity to remain with the organisation beyond the maternity cover period in an Assistant Project Manager role.

Key responsibilities

Oversee the day-to-day organisation and smooth running of the office

Provide administrative and operational support to the wider team

Coordinate diaries, meetings, schedules and team activities

Monitor priorities and follow up on actions to support timely completion

Maintain accurate records, documents and general office information

Act as a helpful and professional point of contact for colleagues and other stakeholders

Support project coordination activities, deadlines and deliverables as required

Identify practical ways to improve office organisation and efficiency

Experience and skills required

Previous experience in an office management, administration or team support role in a professional services, consultancy or similar office environment

Experience managing the day-to-day organisation of an office or busy working environment

Strong administrative, organisational and time-management skills

Experience coordinating diaries, meetings and schedules

Excellent written and verbal communication skills

Strong attention to detail and a commitment to accurate work

The ability to manage several priorities and respond effectively when requirements change

A proactive approach, with the confidence to take ownership and identify what needs to be done

Good interpersonal skills and the ability to work collaboratively as part of a team

Competence in Microsoft Office or Microsoft 365, particularly Outlook, Word and Excel

An interest in developing project management and project coordination skills

Desirable experience:

Previous experience supporting projects or project teams

Experience coordinating project activities, deadlines or deliverables

Exposure to project management tools, processes or methodologies

Qualifications:

Relevant administrative, office management or project coordination experience is more important than formal qualifications. A project management qualification or relevant training would be an advantage, but is not essential.

- This vacancy is suitable for Remote/Blended working
- **Sector:** professional, scientific and technical activities

Career Level

- Managerial