

Job Title: Part-time Personal Assistant

Location: The position may require both on-site and remote work, depending on the circumstances. Office located in: Parkwest, Dublin

Salary: Neg

Company: CG Business Consulting LTD

Job Type: Permanent

A fabulous part-time personal assistant role has become available here at CGBC. The company is growing fast, and it is a great opportunity for someone looking to join a dynamic team. This role will be to directly support the CEO and work alongside the operations team.

We are seeking a highly organised individual to join our team as a Part-time Personal Assistant (PA) to the CEO. This role encompasses both personal and business responsibilities, requiring a versatile and resourceful professional who can seamlessly manage a wide range of tasks with efficiency and discretion.

This position is 20 – 25 hours a week and the general schedule can be as below some light flexibility if required.

- 3 full days a week
- Every morning 9am – 1pm

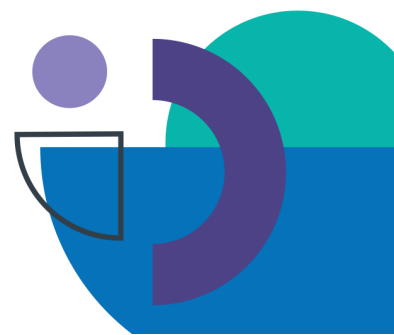
General Responsibilities (not limited to the below)

Personal Assistance:

- Travel Arrangements: Arrange domestic and international travel, including flights, accommodations, and transportation for CEO, family, colleagues, and employees when required.
- Handle various personal errands and tasks as requested by the CEO.
- Maintain a proactive approach to anticipating the CEO's personal needs.

Business Assistance:

- Calendar Management: Co-ordinate and manage the CEO's work schedule, including appointments, meetings, and events.
- Ensure timely reminders and preparation materials for engagements.
- Log weekly timesheets for the CEO on the CRM when they have been active in CGBC projects.
- Meeting Coordination: Schedule, organise, and prepare materials for business meetings.
- Attend meetings as necessary, take notes, and ensure follow-up actions are completed.
- Document Preparation: Draft, edit, and proofread documents, presentations, and proposals for the CEO when required.
- Maintain confidentiality and handle sensitive information with discretion.
- Conduct research and compile information as required.



- Co-ordinating and working with the wider team, such as the finance or operations team when required.
- Log CEO expenses Monthly into the CRM.
- Source accommodation for staff visiting or relocating.
- Assist in various business projects, ensuring deadlines are met and objectives are achieved

Qualifications / Candidate requirements.

- 3 plus years' experience in a similar role.
- Proven experience as a Personal or Executive Assistant.
- Strong organisational and multitasking skills.
- Exceptional written and verbal communication abilities.
- Proficient in Microsoft Office Suite and other relevant software.
- Discretion and trustworthiness are essential due to the nature of the role.
- Flexibility to adapt to changing priorities and work outside regular hours when needed.

