

Executive Assistant



Glenveagh
Properties PLC

Openhearted
Homemaking



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Properties PLC**

Executive Assistant

Job Summary:

Glenveagh Properties Plc, a leading Residential Building Company are currently recruiting an experienced Executive Assistant to support two Senior Executives.

Glenveagh Properties provides employees with an exciting, challenging and rewarding career in a dynamic and rapidly expanding Company. We work to make a team environment that will attract the best people and give them credible reasons to stay and grow their careers with us.

Key Responsibilities:

- Maintain diary, arrange meetings and appointments and provide reminders
- Ensure the Senior Executives are always fully prepared for all appointments and that there are no scheduling conflicts
- Liaise with external contacts where necessary to co-ordinate activities of the Senior Executives
- Make travel arrangements, including scheduling flights, accommodation, and taxis
- Liaise with and assist other members of the Senior Management team
- Compose business trip and meeting agendas
- Assist in the preparation of presentations, correspondence, reports, meeting briefs & agendas.
- Collect and analyse information to present in report form to the Senior Executives
- Attend board meetings, where appropriate. Minute taking.
- Ad hoc projects

Skills

- Excellent organization and time management skills in a fast paced environment
- Attention to detail, with a high degree of accuracy, and the ability to work independently and meet deadlines
- Proficient in Microsoft Office suite. Advanced Excel skills.
- Well-developed written and oral communication skills
- Composure and professionalism at all times, even when under pressure

Experience:

- 5+ years as an Executive Assistant

Location:

Dublin 2