

## **Administrative Assistant – James Geoghegan TD**

James Geoghegan TD is seeking to recruit an Administrative Assistant to support him in his role. Fine Gael is managing the recruitment process on his behalf.

The role of Administrative Assistant is to provide comprehensive support to a member of Dáil Eireann. This includes a wide range of administrative tasks, from handling constituent queries and maintaining schedules to organising meetings and events within the constituency. The position is based in Leinster House.

This is a demanding and fast-paced position which will suit an individual who thrives in a political environment and can manage competing priorities effectively. The role will involve regular engagement with stakeholders and may require occasional evening and weekend work.

### **Main Duties & Responsibilities**

- Handle all incoming and outgoing queries including email, phone, post and social media ensuring timely responses and effective communication.
- Keep the constituency database accurate and up to date.
- Assisting with casework and responding to inquiries from constituents.
- Diary Management, including scheduling appointments, meetings and events.
- Perform general administrative tasks, ensuring the office runs smoothly and efficiently.
- Liaise with Government Departments, agencies and relevant bodies on behalf of the Deputy.
- Coordinate meetings, events and engagements.
- Carry out any other duties as may reasonably be required to support the work of the Deputy.

### **Skills**

- Honesty, trustworthiness and confidentiality are paramount.
- The ability to successfully manage multiple work streams and deal with competing interests.
- Excellent interpersonal and communication skills.
- Strong attention to detail and ability to work accurately under pressure.
- Good IT skills, including Microsoft Office.
- Ability to build and maintain effective professional relationships.

- Flexible and adaptable approach to work.
- Ability to work both independently and as part of a team in a fast-paced environment.

<b>Location</b>	Leinster House
<b>Apply By</b>	5pm Monday 22nd June 2026
<b>Position Title</b>	Administrative Assistant
<b>Contract Type</b>	Specified Purpose Contract -Duration of the 34 <sup>th</sup> Dail
<b>Salary</b>	Salary Scale commencing €42,697.85 - €58,433.25 + Overtime
<b>Start Date</b>	Immediately
<b>How to apply</b>	Interested candidates are invited to complete the <a href="#">application form here</a> by the closing date of 5pm Monday 22nd June 2026. This recruitment process is being managed by Fine Gael on behalf of James Geoghegan TD.

Selected candidates will be contacted regarding the next steps.

**James Geoghegan TD is an Equal Opportunities Employer. All applications will be treated with the strictest confidence.**