



YOU'VE GOT
talent.

amesto
Global

Part-Time Executive Assistant & Office Administrator

📍 Limerick, Ireland – Part-time*

ABOUT US

Amesto Global is a partner led boutique firm offering bespoke solutions to companies expanding both domestically and internationally. We are client focused and embrace technology in all aspects of our work practices. We work hard to automate our processes as much as possible to deliver timely information to our clients.

Due to our own growth we have a fantastic opportunity to join our team in our Limerick. To learn more about us, visit www.amesto.global.

JOB OVERVIEW

We are seeking a highly organized and proactive Part-Time Executive Assistant and Office Administrator to support our executive team and ensure the smooth running of our office operations. The ideal candidate will be detail-oriented, possess excellent communication skills, and have the ability to multitask effectively.

***Job Type:** Part-Time 20 hours per week (9am – 2pm preferred) Monday to Thursday (onsite only)

KEY RESPONSIBILITIES

Office Administration:

- Oversee general office operations and procedures to ensure organisational efficiency and effectiveness.
- Manage office supplies inventory and place orders as needed.
- Serve as the main point of contact for office-related inquiries and issues.
- Organize and maintain office filing systems, both electronic and physical.

Financial Administration:

- Assist with basic bookkeeping tasks, including bank reconciliations, expense reports and vendor invoice processing.
- Processing vendor payment runs on a monthly basis.
- Assistance in the Monthly Billing process.

Executive Support:

- Assistance in coordinating travel arrangements for the Executive team.
- Prepare and edit correspondence, letters and other documents.
- Handle confidential information with discretion and professionalism.

Communication and Coordination:

- Manage incoming and outgoing communications, including emails, phone calls, and mail.
- Facilitate internal communication and promote a positive office environment.

QUALIFICATIONS, SKILLS & REQUIREMENTS

- Proven experience as an executive assistant, office administrator, or in a similar administrative role.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent organizational and time management skills.
- Strong written, numeric and verbal communication abilities.
- Ability to handle sensitive information with integrity and confidentiality.
- High level of professionalism and a positive attitude.
- Flexibility and adaptability to changing priorities and tasks.
- A business administration qualification is preferred.

WORKING HOURS

- This is a part-time position requiring 20 hours per week, with flexibility in scheduling.
- Monday to Thursday (onsite only)

WHAT WE OFFER

- Competitive hourly wage.
- Flexible working hours.
- A supportive and engaging work environment.

HOW TO APPLY

If you are excited about this position, submit your resume and a cover letter detailing your qualifications and experience to hrire@amesto.com. Please include "Part-Time Executive Assistant and Office Administrator" in the subject line.

Amesto Global Ireland Limited is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

For more information on Amesto Global, visit us at: <https://www.amesto.global>

