T.D. Cian O’Callaghan: Administrative Assistant (https://www.activelink.ie/vacancies/community/116637-td-cian-ocallaghan-administrative-assistant)

Administrative Assistant (Full-time)

Employer: Cian O’Callaghan TD
Job Title: Administrative Assistant
Location: Dublin
Job Type: Full-Time Monday – Friday
Salary Band: Administrative Assistant Salary Band - Starting at €40,361.23
Closing Date for Applications: 5 pm Thursday 24th July 2025

Position Overview

Deputy Cian O’Callaghan is seeking to recruit a full-time Administrative Assistant to support him in his constituency work in Dublin Bay North. The Administrative Assistant will be primarily based in Leinster House, with occasional travel throughout the constituency. The Administrative Assistant will work closely with Deputy O’Callaghan and the Parliamentary Assistant.

Personal Qualities

Does this sound like you? These are some of the qualities we look for in our team: Passionate – What you do matters to you. The work of a TD’s office helps shape the world we live in. You are driven to provide outstanding support to Cian’s constituents. Empathetic – You are people-focused and understand the confidential nature of working on behalf of the public. Organised – Managing tasks simultaneously comes naturally to you and you understand the importance of delivering accurate and timely query resolution. Persistent – You love a challenge and like to see things through to completion.

Key tasks of the Administrative Assistant

In this role you will:

- Organise and manage the constituency work of Deputy Cian O’Callaghan.
- Deal with correspondence (post, email, social media) and resolve any issues raised by liaising with relevant state bodies.
- Maintain a database of constituency enquiries and see them through to completion.
- Liaise with internal Dáil Éireann functions and offices of other parliamentarians.
- Prepare publicity material and help promote Cian’s constituency work.
- Assist with the organisation of meetings and events.
- Assist in developing relationships with external stakeholders and other individuals and organisations.
- Provide ongoing administrative support.

Experience and Qualifications

- Degree or two years office management experience showing a demonstrated ability to manage a busy office.
- An ability to work on own initiative and meet deadlines.
- Takes responsibility and is accountable for delivery of agreed objectives/projects.
- Strong interpersonal skills and an ability to develop good working relationships internally and externally.
- Strong IT and written and verbal communication skills.
- An interest in the political landscape.

Please note

- The list of duties set out in this job description is not to be regarded as exclusive or exhaustive. The employee is required to be flexible and to undertake such other duties as may reasonably be assigned to him or her by the employer, including occasional travel for constituency-based work.
- It is important to note on applying for this position that the Administrative Assistant contract is subject to end when an election is called.

- The successful candidate will start at Point 1 on the Administrative Assistant Salary Band (€40,361.23). Pay scales are set out by the Houses of Oireachtas, not the individual TD.
- Job Type: Full-time (Monday to Friday)

Application Process

Email **cian.ocallaghan@oireachtas.ie (mailto:cian.ocallaghan@oireachtas.ie)** with your CV and cover letter, telling us a little more about yourself, why you are interested in this role and why you believe you would be a good fit. Applications without a cover letter will not be considered.

Work authorisation: Ireland (required)
Closing Date for Applications: 5pm Thursday the 24th of July.

Region
Dublin 2

Date Entered/Updated
7th Jul, 2025

Expiry Date
24th Jul, 2025