

Personal Assistant (Full Time) **(<https://www.activelink.ie/node/115462>)**

My Life My Way Limited Company by Guarantee

Personal Assistant (PA) **Full time, required in the Dublin 9 Area**

Monday-Thursday (40 hours per week), Excluding Breaks

Do you like the idea of supporting others to live their lives to the maximum? Have you ever wanted to work with a disabled person one on one to gain experience under the social model of disability.

I am recruiting a Personal Assistant to enable me to live a life of my choosing. This would include assisting me in all aspects of daily living, including parenting and office related tasks in home office and externally. This exciting opportunity is ideal for friendly professional, adaptable, and quick learners who are energetic, have a positive attitude and a good sense of humour with an ability to adapt to new people and environments when attending professional and/or social events.

In short, you will be my eyes, arms and legs. No prior experience in this area is required. A willingness to learn, listen, take direction and respect me are essential to the job. Mandatory training and induction applies, and full on the job training will be provided.

Summary of Duties and Expectations:

- Accompanying me to and from professional and social events.
- Assistance with shopping
- Assisting me with physical tasks while I am parenting - 2 children, inside and outside the home.
- Domestic duties
- Food preparation
- Office and IT related tasks
- Driving to and from my office at work, social activities or shopping.
- Accompanying me on public transport occasionally.
- Own car for work, willingness to drive me (fuel and Insurance covered)
- A willingness towards flexibility for occasional weekends is preferable to cover annual and/or sick leave from time to time. Appropriate payrates will apply when this is requested.

Key competencies:

- Excellent verbal communication
- Highly organised
- Excellent time management
- A willingness and ability to take instructions and direction for all tasks is essential
- Strong attention to detail
- Extremely punctual
- Compassionate and kind towards children
- Experience working with Microsoft Office and information technology
- A willingness to travel in Ireland and abroad, as part of my work and personal life.
- A full Irish driving licence.
- Fluent in English
- Attend for interview, remotely and in person.

**For a full job description and to apply, please submit your CV and a strong cover letter outlining your interest and suitability for the role to: mlmwclg@gmail.com
(<mailto:mlmwclg@gmail.com>)**

Closing date for receipt of applications is **6pm Friday May 30th**.

Please note: Shortlisting of applications will apply. An initial remote interview, if suitable It will be followed up by an in-person interview.

The successful candidates will be employed by My Life My Way CLG. funding is provided by the HSE

Starting at €20 per hour, with appropriate hourly rates for weekend and bank holiday cover.

Please understand we may be unable to contact each applicant individually on the status of their application. If you have not received a direct response within 10 days, then it should be deemed unsuccessful on this occasion. Your time and effort is sincerely appreciated and feedback will be provided on request.

Region

Dublin 9

Date Entered/Updated

7th May, 2025

Expiry Date

30th May, 2025

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