



Role: Personal Assistant
Area: Business Services
Sub-Area: Administration Services Team
Location: Cork/Dublin
Salary: Competitive

Duration: 3 Year FT **Ref:** GNI917

Gas Networks Ireland operates and maintains Ireland's €3bn, 14,725km national gas network, which is considered one of the safest and most modern renewables-ready gas networks in the world.

Almost 725,000 Irish homes and businesses trust Ireland's gas network to provide efficient and reliable energy to meet their heating, cooking, manufacturing and transport needs.

The gas network is the cornerstone of Ireland's energy system, securely supplying more than 30% of Ireland's total energy and over 40% of the country's electricity generation.

Gas Networks Ireland is aiming to deliver a repurposed, resized and fully decarbonised gas network by 2045. Its "Pathway to a Net Zero Carbon Network" envisions transforming the existing gas network into two separate systems carrying 100% renewable gas, one dedicated to biomethane and the other to green hydrogen, with the potential to carry approximately 30% biomethane and 70% green hydrogen, as well as offering significant long term energy export opportunities.

Gas Networks is an organisation with a very strong legacy and a culture founded on pride in our purpose, to keep Ireland's energy moving, and commitment to our vision, to be at the heart of Ireland's energy future. Our organisational values demonstrate what is important across the organisation including building on our experience across our organisation to build towards our sustainable future, doing what's right for each other and for the people and communities that we serve and finally energised for the change of our future towards a renewable energy landscape. Throughout your career in Gas Networks Ireland, you will be part of an organisation that has a strong commitment to supporting and developing our workforce today and into the future. You will also have an opportunity to get involved in our ambitious iBelong programme ensuring a diverse, equitable and inclusive environment for us all to thrive. Finally, our Time to Talk Mental Health programme and our wellbeing initiatives ensure we provide support across many areas as you work in our organisation.

The Role:

Reporting to the Administration Services Manager, the main purpose of this role is to provide administrative support to the Chief Legal Officer, CLO Pillar and the Board. This role will be primarily based in Cork on a hybrid basis.

Duties and Responsibilities:

- A highly experienced PA is required for this unique specialised role. A candidate who has broad experience working with C-Suite Executives to provide PA support to the Chairperson, Board Members, Co-Secretariat and CLO Teams.
- Managing all logistics for Board and Board Committee Meetings including the formatting and publishing of sensitive and confidential documentation.

- Processing expense claims for Board members ensuring the proper tax treatment is applied.
- Maintaining a log of Board members attendance at Board and Committee meetings.
- Preparing transparency decisions
- Providing Administration Support for the Chief Legal Officer Teams to include raising Purchase Requisitions, managing Credit Card Reconciliations, managing Time & Attendance, Expenses etc. as required
- Ensure adherence to relevant Company policies and procedures
- Provide administrative support to other functions as required
- Developing a well-rounded knowledge of all the relevant business contacts, both internal and external, together with on-going business issues
- Ensure adherence to relevant Company policies and procedures

Knowledge, Skills and Experience:

- At least 5 years' experience in Personal Assistant/Administrator role and a Business administration qualification would be desirable:
- Excellent knowledge of the Microsoft Office products including MS Word, Excel, PowerPoint and Outlook
- Knowledge of internal systems, e.g. Oracle, My-Work, SharePoint, Maximo or similar systems would be an advantage
- Professional manner along with a proven record of utmost discretion and confidentiality in all matters relating to work
- Meticulous attention to detail. With a desire to take the initiative and be pro-active
- Ability to work with others in a spirit of co-operation and open effective communication and thereby develop and maintain excellent working relationships with all team members
- Excellent written and verbal communication skills with the ability to convey messages in a clear manner
- Proven effective time management skills with the ability to prioritise and remain focused
- Flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary
- Proactively identifying new areas of learning and using newly gained knowledge and skill on the job
- Striving for quality and ensuring consistent high standards of work

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email:

recruit@gasnetworks.ie

The closing date for receipt of applications for this vacancy is the 25th June 2025.

Please note that applications submitted after this closing date will not be accepted.

Gas Networks Ireland is an equal opportunities employer

We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called ibelong to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability.