



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

**Duration:** 1 Year Specific Purpose **Ref:** GNI059

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Gas Networks Ireland operates and maintains Ireland's €3bn, 14,758km national gas network, which is considered one of the safest and most modern renewables-ready gas networks in the world.

Over 720,000 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:**

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The role will be based in Gas Networks Ireland in the Dublin Office Business Services Function reporting to the Administration Services Manager.

The successful candidate will form part of a group of Personal Assistants that will provide administrative support to all functions across Gas Networks Ireland. The Personal Assistant will provide a range of general secretarial and administration support as assigned.

### **Duties and Responsibilities:**

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- General administrative support to different functions as required
- Preparation and co-ordination of documentation for meetings, including preparation of presentations
- Responsible for diary management, meeting organisation and travel arrangements

- Typing and collation of confidential correspondence including reports and statistics
- Administration of My Work, Time & Attendance, Expenses etc. as required
- Administration of governance processes such as credit card and expense checks
- Placing orders and processing invoices for various goods and services as required
- Ensure adherence to relevant Company policies and procedures
- Implementing and/or maintaining new office systems and procedures, filing systems and records
- Developing a well-rounded knowledge of all the relevant business contacts, both internal and
- external, together with on-going business issues
- Other duties as required from time to time

### **Knowledge, Skills and Experience:**

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- At least 5 years' experience in a Personal Assistant 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](mailto:recruit@gasnetworks.ie)

The closing date for receipt of applications for this vacancy is the **13<sup>th</sup> March 2026**  
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.***