

IHCA – Executive Assistant & Administrative Support Officer

Keane McDonald is pleased to partner with the Irish Hospital Consultants Association (IHCA) in an exclusive search for a highly organised, proactive and personable Executive Assistant & Administrative Support Officer.

The Irish Hospital Consultants Association (IHCA) represents the vast majority of hospital consultants in the Irish health service and is the only organisation dedicated solely to advocating for hospital consultants. This role is central to the smooth functioning of the organisation, providing direct executive support to the CEO, as well as administrative and reception support to the wider team.

Key responsibilities:

- Provide high-level executive support including diary management, document preparation, scheduling and coordination of Board and Committee meetings
- Act as a key liaison on behalf of the CEO with internal teams, members and stakeholders
- Manage front-of-house reception duties, handle external enquiries and oversee office supplies
- Maintain organised filing systems (electronic and physical)
- Ensure day-to-day office operations run smoothly

The ideal person:

- Proven experience in a similar role (EA, PA, office or admin support)
- Highly organised, detail-focused and skilled in managing competing priorities
- Capable and confident, professional and friendly with an approachable manner
- Tech-savvy and proficient in Microsoft Office

This is an excellent opportunity for someone who thrives in a dynamic organisation, offering scope for development over time.

Location: IHCA Headquarters, Dundrum, Dublin 14

If interested, please contact Malwina Kempa on 087 4278751 or mkempa@keanemcdonald.com

Absolute discretion is assured.

All direct applications will be sent to Keane McDonald for vetting.

Keane McDonald and IHCA support diversity and inclusion.



Keane M^cDonald
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