

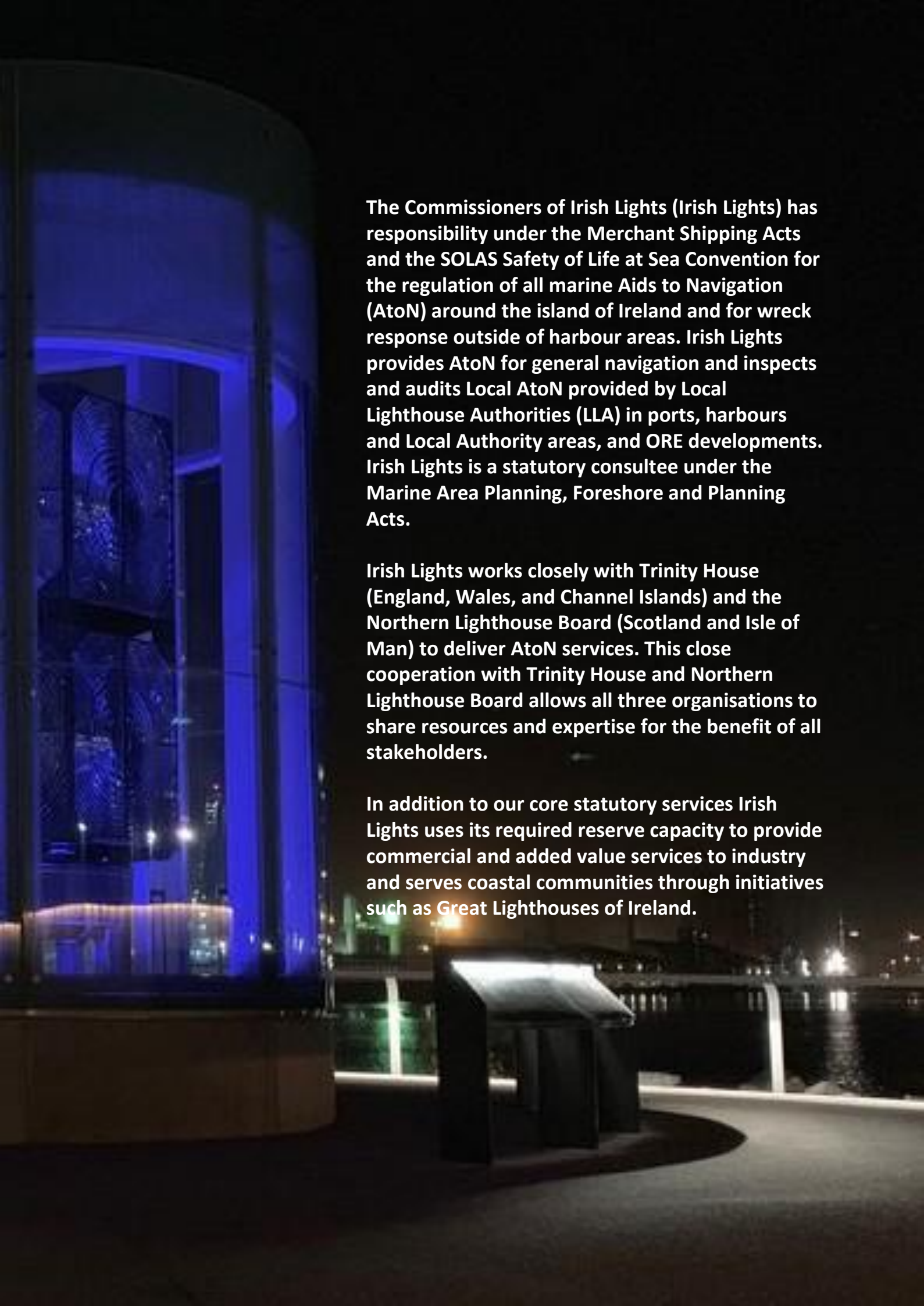


Commissioners of
IRISH LIGHTS | Navigation
and Maritime
Services

CANDIDATE BRIEFING PACK

Office Administrator

Closing date for applications is 18 November 2025

A large, illuminated lighthouse structure at night, with a viewing platform in the foreground. The lighthouse is a tall, cylindrical tower with a glass-enclosed upper section, glowing with a warm light. The viewing platform is a circular, elevated area with a railing, overlooking the water. The background shows a dark sea and distant lights.

The Commissioners of Irish Lights (Irish Lights) has responsibility under the Merchant Shipping Acts and the SOLAS Safety of Life at Sea Convention for the regulation of all marine Aids to Navigation (AtoN) around the island of Ireland and for wreck response outside of harbour areas. Irish Lights provides AtoN for general navigation and inspects and audits Local AtoN provided by Local Lighthouse Authorities (LLA) in ports, harbours and Local Authority areas, and ORE developments. Irish Lights is a statutory consultee under the Marine Area Planning, Foreshore and Planning Acts.

Irish Lights works closely with Trinity House (England, Wales, and Channel Islands) and the Northern Lighthouse Board (Scotland and Isle of Man) to deliver AtoN services. This close cooperation with Trinity House and Northern Lighthouse Board allows all three organisations to share resources and expertise for the benefit of all stakeholders.

In addition to our core statutory services Irish Lights uses its required reserve capacity to provide commercial and added value services to industry and serves coastal communities through initiatives such as Great Lighthouses of Ireland.

Office Administrator Coastal Operations Department



Overview of Role

Reporting to the Director of Coastal Operations, this role is to provide key support to the Facilities Management and Coastal Operations administration function, including covering reception as and when required.

Accountabilities

- Perform clerical and administrative tasks for the facilities section and Coastal Operations department.
- Assist with document control and document administration.
- Coordinate meetings, sub-contractor visits and appointments.
- Provide logistical planning and support for on and offsite events, including workshops and conferences.
- Perform data entry and administration of the facility management database, local boat register and Document Management System.
- Support the Coastal Operations department in capital project administration including helicopter project and other large projects with significant administration requirements.
- Maintain all facilities certificates including building fire register and waste streams.
- Prepare requisitions, raise purchase order and cross-check delivery notes against invoices.
- Input manual records, time sheets and expenses as required by the operations managers.
- Cover for reception when required
- Carry out any other administration duties as required.

Experience and Qualifications

- Professional and friendly demeanour with excellent customer service skills.
- Strong organisational skills with an ability to multitask.
- Ability to deal with all external visitors, contractors and suppliers.
- Proficient in MS Office, Word and Excel, Microsoft 365.
- General office administration experience.
- Ability to work effectively under pressure and achieve objectives in a timely manner.
- Excellent communications and interpersonal skills.

Salary

A salary of €33,715 rising to €40,534 (8 points) with very generous pension benefits are attached to this role.



Terms and Benefits*

Irish Lights offers a comprehensive and market-competitive range of benefits to employees, including a generous range of family friendly/flexible working policies and a commitment to the further development and education of its staff.

Remuneration: An attractive salary range and pension benefits (defined benefit scheme, 28.97% employer contribution) are attached to this role.

Death in service pension benefits: The pension scheme will pay 2 times annual salary to a nominated person(s) in the event of a member's death in service.

Annual Leave: 21 days, increasing 23 days after 7 years continuous service and 26 days after 12 years continuous service.

Sickness Absence Provisions: For employees unfortunate enough to become ill, the Sick Leave Policy provides up to a total of 13 weeks paid leave (less any social welfare payments) in one year, followed by a further 13 weeks half pay (less half of any social welfare payments) thereafter, subject to a maximum of a total of 26 weeks paid sick leave in any four-year period. These benefits are enhanced after 3 years satisfactory service.

Location: The role will be based in our Head Office in Dun Laoghaire.

Training and Development support: Irish Lights aims to ensure that all employees have the knowledge, skills and experience necessary to be successful in their roles and to fulfil their career potential and operates a Performance and Development Process through which development can be planned and achieved.

Family Friendly Policies: Irish Lights has a range of family friendly policies that allow employees to balance work with other aspects of their lives. These include Maternity, Paternity, Adoptive and Parental Leave provisions, the majority of which have elements which are enhanced beyond the statutory entitlements.

Canteen: There is an onsite canteen that offers a variety of options for breakfast and lunch, including a barista coffee service.

Employee Assistance Programme (EAP): Irish Lights provides an independent, 100% confidential EAP service, delivered through VHI, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

Occupational Health Service: Irish Lights works with an independent Occupational Health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

Eyesight test: Employees can avail of an eyesight test voucher.

Travel and Subsistence: Travel and subsistence expenses are paid to employees required to travel, in accordance with approved rates.

Onsite facilities: There is onsite car parking at our Dun Laoghaire office, including e-charging points and bicycle stands. Shower/locker room facilities are also available.

TaxSaver Scheme: Employees who travel to work using public transport can avail of an Annual TaxSaver ticket which provides significant savings on travel costs.

Bikes for Work Scheme: Employees who cycle to work or use a bicycle on part of their journey can avail of the Bikes for Work Scheme.

** To be considered for this role, candidates must be able to prove they have the right to work in Ireland. Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at:*

<https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/>

Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions.



Irish Lights Remit

The mission of Irish Lights is Safe Navigation at Sea. We are a maritime organisation delivering essential 24/7 safety and navigation services around Ireland and Northern Ireland, 365 days a year. Playing a lead role in maritime safety, Irish Lights operates a 24-hour emergency response function.

Irish Lights is responsible for Maritime Aids to Navigation under the Safety of Life at Sea (SOLAS) Convention. This remit includes the provision and maintenance of over 340 general aids to navigation, the superintendence of approx. 3,500 local aids to navigation, and marking or removing dangerous wrecks outside harbour areas around Ireland.

Irish Lights also provides a range of navigation and contract commercial services including ship charter, buoy and maritime data. We provide value added services to support the development of the broader maritime economy including Met and Coastal Data Services. The Irish Lights tourism and heritage initiative, 'Great Lighthouses of Ireland' was developed in partnership with local communities and offers visitors from home and abroad the chance to visit or stay in a working lighthouse.

Mission Statement

Safe Navigation at Sea: To be a leading provider of reliable, efficient and cost-effective navigation and maritime services for the safety of all.

Vision Statement

Irish Lights will be a dynamic, forward facing maritime organisation, conscious of our long history and poised to deliver future safe, smart and sustainable maritime services – at the interface of navigation, technology, data and engineering.

Values

Irish Lights' strategy will be delivered by holding true to the values of the organisation. Our Values set the foundation for our interactions with our stakeholders, customers, suppliers, and the community. These values, which are the cornerstone for the success of the organisation, are as follows:

- Professionalism
- Respect
- Trust
- Quality
- Innovation
- Collaboration



How to Apply

Applications with CV and cover letter to be submitted to;

Gemma Gregan, HR Advisor
E: human.resources@irishlights.ie
T: +353 1 271 5400

Closing date for applications is midnight on **Tuesday, 18 November 2025**.

Please view [Irish Lights Job Applicant Privacy Notice](#) on the Vacancies page of our website.



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The Commissioners of Irish Lights is an equal opportunities employer and promotes diversity in the workplace.