

RŌISĪN LAFFERTY

ABOUT US

Founded in 2010 by Róisín Lafferty, we are an award-winning interior design house fueled by our signature ambition to push the boundaries of what design can achieve. Our work emerges from a core belief that the spaces we occupy deeply impact our experience in the world—how we feel, how we think, and ultimately how we live. Every project we take on is an opportunity to enhance that experience for our clients, to pursue the unexpected while capturing something deeply essential about the material space and those who inhabit it.

Based in Dublin and hailing from around the world, we are a multidisciplinary team of architects, designers and marketing experts. Our studio embodies a global mindset while being rooted in a local perspective. In this way we are able to merge depth and authenticity with a bold and dynamic vision, creating an inimitable portfolio of environments that evoke imagination, captivate the senses, and give our clients something new every single time.

Like a couture gown expertly draped and sewn, a moment made timeless. A monolith of marble floats, spiraling upwards through air.

A portal materializes in space, a passageway to a new world.

WE ARE HIRING

Office Manager

We are looking for an enthusiastic Office Manager to support our dynamic and ambitious design team in our newly renovated HQ. This is a part time office-focused role.

We are seeking a self-motivated team player. This person must have a good work ethic, excellent communication and interpersonal skills, both verbal and written and possess proficient time management skills. Please note this is an administration role only and not intended as a pathway into a designer role.

OFFICE MANAGEMENT

Clerical, administrative and secretarial responsibilities as required to ensure the smooth running of design studio;

All office-related tasks including organising filing systems and record keeping in line with established systems;

Oversee office maintenance tasks for IT, phone, insurance, fire alarm, cleaning and general maintenance of property;

Track and maintain office inventory and replenish kitchen supplies;

Support staff in preparation for photoshoots and client meetings;

Schedule team, client and supplier meetings;

Problem solve to provide solutions for smooth running of an efficient design studio.

ASSISTANT TO DIRECTOR

Booking travel;

Some diary management;

Provide administrative support where necessary.

HUMAN RESOURCES

Provide onboarding support for new team members;

Make exit arrangements for any leavers;

Field employee queries to senior staff;

Receive staff holiday requests and update calendar tracker.

SKILLS AND EXPERIENCE

Shows initiative and the ability to work autonomously;

Excellent communication and written skills (English);

Proficiency in Microsoft Office (Word, Excel, PowerPoint);

Highly organised with attention to detail and the ability to multitask;

Flexibility and professionalism, with the ability to handle confidential information.

WHY JOIN US

We offer competitive remuneration for the ideal candidate. All applications will be dealt with in the strictest confidence.

For more information, please visit our website at www.roisinlafferty.com

Please send your application with subject "Office Manager" to info@roisinlafferty.com

Application deadline: August 31st 2025