



ROLE: Office Administrator

SALARY: €30,000k pro rata

LENGTH OF CONTRACT: 20 hours per week / Yearly renewable contract subject to continued funding.

LOCATION: Dublin Office – City Centre

APPLY TO: kmulvey@eeu.antaisce.org

Closing date for receipt of applications is 5.00pm on 11th September 2023

PURPOSE:

An Taisce is a large, diverse organisation with a variety of areas of focus centred on a lasting legacy of sustainability for our built and natural heritage. We are seeking a new staff member to join our organisations operations team.

An Taisce is now recruiting **1 Part Time Office Administrator** to be located in our Dublin Office . The post will be contracted at 20 hours per week with a degree of flexibility around working hours, and occasionally weekends will be expected.

Key Responsibilities:

- Oversee the general organisation and appearance of the office environment including ancillary areas, i.e. kitchenette, toilet/bathroom facilities and storage areas
- Meet and greet of visitors, answering telephone enquiries, receive and distribute post/packages and arrange courier collections;
- Ordering office consumables and monitoring and maintaining the organisations stationary stock levels
- Maintain office filing and data management systems
- Be a Keyholder
- Meeting room bookings
- Maintaining Storage system effectively
- Basic Finance Administration
- Assist programmes with any ad hoc administration tasks

PERSON SPECIFICATION

Attributes	Attributes
-------------------	-------------------

Person Specification , Experience & Skillset.	
Experience	
A minimum of 2 years in a similar role	Desirable
Skills & Aptitudes	
Excellent leadership, time management and organizational skills	Essential
Proven excellence as an office assistant, office administrator or in another relevant position	Essential
Excellent abilities to communicate in person, in writing and over the phone	Essential
Proficiency with office applications, and aptitude for learning new software and systems (database management, website etc)	Essential
Effective problem solving skills	Essential
Ability to manage a workload within tight deadlines	Essential
Ability to work with a wide range of stakeholders including schools, local authorities and other agencies.	Essential
Disposition	
Be a self starter	Essential
Be dependable and flexible	Essential
The ability to use own initiative and know when to seek advice	Essential
Be committed to working as part of a team	Essential

Please send a cover letter outlining your interest in this role, relevant experience and a CV
by

5pm 11th September 2023 to kmulvey@eeu.antaisce.org