



Job Overview

Providing administrative and operational support to the CEO and Head of Services.

Key Responsibilities

- Support the achievement of the timelines in the Strategic plan through administrative support and operational organisational management;
- Create and manage client and other databases and produce reports as required;
- Organise meetings, room bookings, agendas, and occasionally travel with the CEO/Head of Services to take notes at meetings or provide general assistance during presentations;
- Manage minutes of meetings and action lists for the Staff, Management, Sub Committee and Board meetings;
- Devise and maintain office systems, including data management and filing;
- Carry out background research and present findings, produce documents, briefing papers, reports and presentations;
- Regular communication of updates to the CEO and where appropriate managing emails and queries and flagging any that need urgent attention;
- Assist with project work and any other duties required;
- Draft and update website and social media channels with services and operational related news/updates;
- Liaise with clients, suppliers, stakeholders, therapists and other staff;
- Assist in the daily operations of the ARC Centres.

Essential Qualifications, Skills & Experience:

Minimum 2-5 Years administrative work experience is required in a client-focused environment. An understanding and appreciation of the importance in providing a professional quality service at all times to our clients and proven track record in delivery of same.

Excellent interpersonal skills with the ability to communicate effectively with our internal team, clients and stakeholders. Ability to act with tact and discretion in all matters and when handling confidential information.

Ability to prioritise day to day workload and plan efficiently to achieve goals and work well within a team environment.

Well-developed IT skills. Must be very proficient in MS Office Suite, e-mail and Internet. CRM/database and social media experience an advantage.

Desirable:

Experience on any report writing tool.

Office Productivity Tools (MS Word, Excel, SharePoint, Google Docs, Sheets, etc.), Database, Social Media / Digital Marketing.

Communication Tools (Gmail, Outlook and Calendaring, Mail Chimp, Skype, Survey Monkey).

To Apply:

Please send your CV & Cover Letter to – helen.halpin@fordehr.ie

Closing date – 11th August, 2017.