

**Treoir**

**Office Administrator – Full time**

**Job Description:**

The Office Administrator will provide back-up and support to the CEO of Treoir as well as the Treoir staff team. The role involves:

* Ensuring the office and organisation functions smoothly.
* Providing administrative back up to CEO and Treoir staff team.
* Scheduling meetings, taking minutes at Council, team and other meetings as required.
* Providing reception duties as required.
* Implementing a system for tracking and updating Treoir’s policies and procedures in line with Governance Code as required.
* Working with Treoir’s Salesforce CRM system and updating contact lists.
* Liaising with external service providers, booking venues, catering etc.
* Ensuring office stationery is fully stocked and accounted.
* Ensuring the office is compliant with all Health & Safety requirements.
* Assisting in the production of reports, materials, and publications. Including proof reading, liaising with printers.
* Liaising with the Finance officer to ensure records filed and financial system are operational as per Treoir’s policy.
* Other administrative duties as required.

The Administration Officer duties of employment will be subject to ongoing review by the company in line with our Strategic Objectives.

**Duration of Contract:** Full time contract of 35 hours per week subject to the continuation of funding.

**Responsible to:** You will be ultimately responsible to the CEO.

**Place of employment:** 28 North Great Georges Street Dublin 1 or City Centre location.

**Remuneration:** Salary will be commensurate with experience. It will be on Treoir’s Finance and Administration scale which is €26,252 - €38,515

**Method of payment:** Payment will be monthly by credit transfer.

**Hours of work:**

Normal work times are between 9.00 a.m. – 5p.m. Flexibility will be expected and offered. Overtime payments are not applicable to this post.

**Person Specification:**

**Essential:**

* A degree or qualification in a relevant area such as business/information or secretarial course.
* At least two years’ experience in a similar role.
* The ability to work under pressure and show initiative.
* Fluent in written and spoken English.
* Eligibility to work within the EU.
* Excellent communication and interpersonal skills.
* Excellent time management skills and attention to detail.
* The ability to prioritise tasks.
* Proficiency in the use of the Microsoft Office Suite. This includes Word, Excel, PowerPoint, Teams, and Outlook.

**Desirable:**

* Knowledge of Non-Profit Organisations.
* Experience of CRM systems, especially Salesforce.
* Experience of Health and Safety requirements.

Please send a CV and accompanying letter focusing on how your skills and attributes match the post. These should be emailed to recruitment@treoir.ie with the job title **‘Office Administrator**’ clearly marked in the subject line, no later Monday 16th October at 12pm. Interviews will likely take place in the week of 23rd of October.