

## JOB PROFILE

<b>POSITION:</b>	Office Administrator	<b>REPORTING TO (NAME):</b>	Finance
<b>JOB HOLDER(S):</b>		<b>LOCATION:</b>	Blanchardstown
		<b>DATE:</b>	03/07/2019

### **Principal Objective of Position** (the general nature, level, purpose and objective of the job):

Reporting to Finance and working across a number of teams, the office administrator is responsible for providing administrative, office and reception support to the organisation. This is a varied role requiring a high degree of organisational and team working skills. The role requires an ability to work on a variety of tasks and an ability to prioritise and complete tasks on a daily basis.

### **Responsibilities:**

The key accountabilities and associated duties include –

#### **General Administration**

- Assist in the production of documents and materials (to include typing, scanning, photocopying, presentations and circulars) for the organisation.
- Greet, assist and/or direct visitors to the office.
- Open and distribute incoming mail, handle outgoing mail, arrange couriers and taxis.
- Maintenance of utility, maintenance and office logs.
- Administer the Association's email accounts.
- General document management and filing.
- Management of stationery supplies.
- Quotations and purchase of office equipment, supplies and services per company procedures.
- Management of phones and printers including maintenance, suppliers and invoicing.
- Ad hoc support to the CEO and Executive Administrator.

#### **Offices & Building Maintenance**

- Manage contracts with service providers such as telecommunications, refuse collection and cleaning for head office and three regional offices.
- Ensure office areas are professionally maintained and management of cleaning contract.
- Maintain the office in relation to office supplies, upkeep of equipment, and maintenance of premises.

- Liaise with landlord as required in relation to lease and repairs.
- Ensure sub-offices are maintained in relation to office supplies upkeep of equipment in conjunction with relevant Housing Officers.

#### **Departmental Support**

- Registration of tenants with the RTB in liaison with Finance.
- Collating data from Housing, Technical and Finance teams and preparing quarterly HAPM Report (training will be provided).
- Support the issuing of statements to tenants in conjunction with Housing and Finance Teams.
- General administrative support to Development Officer.
- Logging and tracking of purchase invoices through to approval for Finance.

#### **IT Administration**

- Provide in house IT liaison and be point of contact to external IT support service.
- Log all staff IT issues with external IT support service.
- Administer IT contracts with third parties.
- Oversee the maintenance support contracts for IT equipment and ordering of peripheral stock items.
- Manage the purchase and configuration of new hardware.
- Liaise with IT support regarding software updates, backups and system monitoring.
- Management of software licences.

#### **Health, Safety & Welfare**

- Manage contracts for health & safety equipment.
- Order any additional equipment as required.
- Liaise with H&S Officer on office related health, welfare and safety issues.

#### **Additional Responsibilities**

- To positively promote the Association in all activities.
- To exercise discretion in all aspects of the role.
- Sensitivity to confidential matters is required.
- Any other duties which are consistent with the role.

This description has been designed to indicate the general nature and level of work performed by employees within this position. The actual duties, responsibilities, and qualifications may vary based on assignment or group.

**Job Specification** (the minimum qualifications needed to perform the essential functions of the job such as education, experience).

- Leaving Certificate or Administration/Office training/qualifications
- Minimum 3 Years' experience in office administration role
- Work prioritisation, diary management skills and ability to take ownership of duties
- PC literate and proficient in using Word, Excel and Outlook

**Competencies:**

1. Planning and Organising
2. Time & Priority Management
3. Interpersonal Skills
4. Flexibility
5. Teamwork
6. Goal Orientating
7. Problem Solving

**REPORTING STRUCTURE (number of team members supervised in this job):**

Directly: Finance

Indirectly: 0

**KEY RELATIONSHIPS (please specify contacts):**

Internal: Finance & management team

External: Service suppliers