

JOB PROFILE

POSITION:	Administrator	REPORTING TO (NAME):	Chief Financial Officer
JOB HOLDER(S):	TBC	LOCATION:	Blanchardstown
		DATE:	June 2018

Principal Objective of Position:

Reporting to Finance and working across a number of teams, the 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 work on a daily basis.

Responsibilities:

The key accountabilities and associated duties include –

General Administrative Support

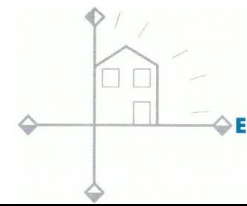
- Assist in the production of documents and materials (to include typing, scanning, photocopying, presentations and circulars) for the organisation.
- Greet, assist and/or direct visitors to the office.
- Open and distribute incoming mail, handle outgoing mail, arrange couriers and taxis.
- Administer the Association's info email account.
- Answer phone calls to reception, provide information to callers or connect callers to appropriate people
- General filing.

Office Maintenance

- Manage contracts with service providers such as telecommunications, refuse collection, cleaning etc.
- 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.

Communications

- Co-ordinate production of quarterly tenant newsletter to include sourcing articles, photographs from Housing Department and updating relevant sections of the website.
- Organise purchase of promotional items for pre-tenancy packs.

**Housing/Technical Support**

- Registration of tenants with the RTB in compliance with the requirements of Residential Tenancies Act.
- Collating data from Housing, Technical and Finance teams and preparing quarterly HAPM Report.
- Preparation of new tenant packs.
- Administration related to annual rent reviews and issuing of statements to tenants in conjunction with Housing and Finance Teams.
- Administration of the Association's Out of Hours Emergency service.
- Logging and tracking of purchase invoices through to approval.

IT

- 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.
- Manage 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.

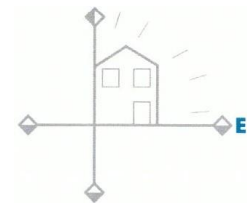
Health, Safety & Welfare

- 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
- Administration/Office training/qualifications a bonus
- Minimum 3 Years' experience in a similar administrative role working across a number of departments
- PC literate and competent in using Word, Excel and Outlook
- Knowledge and experience of the social housing sector (preferable)

Competencies:

1. Planning and Organising

2. Teamwork

3. Interpersonal Skills

4. Flexibility

5. Goal Orientating

6. Time & Priority Management

7. Problem Solving

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

Directly: CFO

Indirectly: 0

KEY RELATIONSHIPS (please specify contacts):

Internal: Finance & Management team

External: Service suppliers