



GRIFFITH COLLEGE

Job Title: Senior Executive Assistant to The President	Reports to: The President
Location: Dublin South	Job Type: Permanent (subject to probation)

Job Summary:

Reporting to the President of Griffith College, the Senior Executive Assistant is responsible for providing full executive and administration support to the President including letter writing, report writing, presentations, correspondence and diary management. Supervising a Junior Executive Assistant, both Executive Assistants will assist the President in his roles as President of Griffith College, Chairman of Friends of the Vocal Arts and his membership of various external industry bodies.

The Senior Executive Assistant and the Junior Executive Assistant will support the Board of Directors, the Management Board and other internal Committees of which the President is a member. They will welcome visitors and callers to the President's Office and ensure that excellent professional customer service is provided to all. Occasional overtime will be required requiring early starts, late finishes and/or weekend work.

Job Responsibilities:

- Effectively manage the President's busy diary, using MS Outlook, ensuring adequate time to prepare for, travel to and from, attend meetings and carry out any actions arising.
- Effectively manage President's and own work schedule in an extremely busy and changing environment.
- Prepare and deliver all documentation required by President in advance of meetings.
- Manage all administration, phone calls, correspondence, including emails to President and to the office, and visitors related to the President's office.
- Liaise with Senior Management, Faculty and Department Heads within the College on behalf of the President as appropriate.
- Supervise and manage the work and performance of the President's Junior Executive Assistant as well as provide training and support as required.
- Liaise with external bodies and agencies on behalf of the President as appropriate.
- Co-ordinate meeting notifications, attendance, agenda and Minutes for Board of Directors, Management Board and other internal committees.
- Conduct minute taking and report writing as required (typed and/handwritten).
- Assist in the completion of projects such as Learner Protection provision, property investments etc.
- Graduation – liaise with speech writing assistants and manage President's guests and lunch.
- Maintain and update contacts database (MS Outlook) as well as President's LinkedIn account.
- Assist President with IT issues and liaise with IT Support team where necessary.
- Provide a hospitality function to all clients/guests of the President, including welcoming, arranging tea/coffee, lunches, booking restaurants and hotels as necessary.
- Maintain and update all filing systems (hard and soft copies).
- Be familiar with company Health and Safety policies and procedures.
- Conduct other duties assigned by the President including personal interests, which fall within the employee's capabilities.



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Minimum Education/ Experience Requirements:

- Extremely comfortable operating in a fast paced, challenging, demanding and exciting environment.
- Minimum of 5 years working at Senior Executive Assistant level.
- Multi-tasking with ability to manage simultaneous high priority tasks.
- Comfortable dealing with Senior Executives and strong personalities, both internal and external.
- Strong command of written and verbal English.
- Ability to deal with challenging and sometimes conflicting priorities and work demands is essential.
- Proficient in Microsoft Office suite including Word, Excel, PowerPoint and Outlook.
- Highly professional, motivated and organised with excellent interpersonal and communication skills.
- Attention to detail with high level of accuracy and ability to work independently to tight deadlines.
- Discretion and confidentiality is mandatory.
- Experience of working in a third level education institution is preferable.
- Third level qualification in a business related subject is preferable.
- Must be legally entitled to work full time in Ireland for any employer.

About Griffith College

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational solutions - in Griffith College, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

Why work for Griffith College?

- Stunning historical premises on 7 acres of land.
- Competitive salary.
- Training and Development opportunities.
- Free parking facilities.
- Subsidised on-site restaurants.

How to Apply

Please email an up to date cover letter and your CV to opportunities@griffith.ie.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Department and the College.

Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected for interview will be contacted.