



OFFICE ADMINISTRATOR (MATERNITY COVER)

Carroll Estates is an established family business company in the construction industry since 1974. We are currently seeking an **Office Administrator** on a Fixed-Term basis to cover Maternity Leave. The position is based in Dublin City Centre (Dublin 2).

Responsibilities:

The role will involve the following:

- PA duties to Managing Director - typing/ emailing/organizing/ bookings
- General Reception role: welcoming visitors, meeting room bookings. Act as the public face and voice of the business and communicate with customers and clients in a helpful, courteous and professional manner
- Management of office housekeeping and stationery orders
- Point of contact for tenants on the top floor
- Point of contact for IT issues and acts as liaison with external IT consultant
- Typing / formatting of letters, documents, reports, presentations and the like
- Sorting and distributing incoming and outgoing post
- Assist colleagues where necessary
- Facilitating the company accountants' requests and queries when necessary.

Skills Required:

The successful candidate needs to have at least 2-3 years administrative experience.

- Proficiency in IT is essential
- Good telephone manner and strong communication skills
- Will be a self-starter and highly motivated
- Highly organised individual
- Excellent communication skills
- Ability to work on own initiative

This role is due to start in March 2021 and the initial contract is for up to one year.

Interested candidates, please send the CV to cv@carrollestates.ie