

Job Specification: Office Assistant**Company Overview**

Centaur is a specialist alternative investment fund administrator founded in 2009 which provides its services to high profile investment funds. Centaur has a strong pipeline of new business and expects its growth to continue in Ireland and other locations. Centaur's ethos is focused entirely on the quality of service and accountability it can offer its clients.

Role Brief

We are looking for a competent Office Assistant to help with the organization and running of the daily administrative operations of the company. The ideal candidate will be a hard-working professional able to undertake a variety of office support tasks and work diligently under pressure. This person will be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

Duties and Responsibilities

- ⤴ Answer the door and greet all visitors.
- ⤴ Manage meeting room bookings to ensure you are available when we have external visitors in the office.
- ⤴ Answer all incoming calls, and transfer appropriately
- ⤴ Maintain call rota in the event you are away from your desk / out of the office
- ⤴ Oversee and manage the Blueface phone system for all office locations to include; ordering and setting up phones for new staff, assist staff to amend call flows and ensure the portal is continuously updated to reflect the current staff list.
- ⤴ Update and circulate staff phone lists as staff join and leave.
- ⤴ Support all offices to manage conference calls (external) and ensure Intercall conference calls are invoiced to the correct client etc.
- ⤴ Complete daily checks of the meeting room phones to listen to, and clear all voicemails.
- ⤴ Manage Centaurfs.com mail box (daily)
- ⤴ Arrange for post and couriers, as required.
- ⤴ Open and distribute all post
- ⤴ Buy stamps in advance for post
- ⤴ Ensure that the office is kept clean and tidy at all times - to include the office space, meeting rooms, kitchen and storage rooms. Liaise with staff, managers, external maintenance and the building management companies, where required, when standards fall below what they should be.
- ⤴ Deal with any maintenance issues / deal with Aramark and Lisney
- ⤴ Manage suppliers
- ⤴ Order office stationary and equipment, when required.
- ⤴ Assist staff with filing
- ⤴ Arrange for offsite storage and maintenance of the storage log.
- ⤴ Maintain the firm's mailing lists and update contacts, when requested.
- ⤴ Track public holidays for all office locations and arrange for client mailings to be sent, where required.
- ⤴ Send out all company mailings using the MailChimp system, post on social media sites
- ⤴ Upload press releases, photos etc. to the company's website.

- ∧ Assist the company's management team, when requested, to include (but not limited to) printing, binding, scanning, arranging for documents to be signed, posted, couriered, assist with expense claims etc.
- ∧ Book travel arrangements for staff and check-in print off booking documentation, where requested.

The Requirements

The successful candidate will possess the following qualifications and skills:

- ∧ Excellent organizational and time management skills
- ∧ Proficiency in MS Office
- ∧ Self-motivated and will show an ability to work in a demanding and progressive environment meeting deadlines as necessary.