

Harcourt Developments have a requirement for a Junior Administrator/PA to join our team. This is an exciting opportunity for anyone wishing to advance in their career. Harcourt Developments is a growing company based in Dublin 2.

Role:

PA to the Director of Property Management and Administrator for the Property Management and Hotel team (5 staff).

Responsibilities include:

- Document preparation.
- Diary management.
- Travel arrangements.
- Maintenance of filing systems.
- Taking minutes of meetings.
- Screening telephone calls/e-mails.
- Meeting and greeting clients. Building professional relationships with clients.
- Ad hoc administration duties including Reception cover.
- Photocopying and audiotyping.
- Ensure smooth running of the Property Operations Office.

Key attributes

- Excellent Word & Excel skills. PowerPoint would be an advantage.
- Excellent typing skills with a high degree of accuracy.
- Strong written and verbal communication skills with attention to detail.
- Excellent administration and interpersonal skills.
- A proactive motivated professional with a flexible approach to work.
- Ability to multi-task and deliver to tight deadlines whilst working under pressure.
- Reliability and an ability to work unsupervised on day to day duties and tasks.
- General understanding of the Irish and International property market and/or experience in working in a Property Company would be an advantage.

This is a position where full training will be given and is an ideal opportunity for a newly qualified administrator to experience the day to day activities of the office environment.

Harcourt Developments is an equal opportunities employer.

All CV's are treated in the strictest confidence.

Please send your CV to evamalley@harcourthouse.com