

Office Administrator

Location: Kimmage, Dublin 6W
Job Type: Fixed 9-month maternity leave cover
Salary: Negotiable
Working hours: 9am – 5.30pm Monday to Friday

We are looking for a reliable Office Administrator to cover a 9-month maternity leave position. In this role you will be responsible for the administrative and organisational management of the office. A key requirement for the role is that you will need to be exceptionally organised and flexible to the work that may arise. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

Responsibilities:

- Meet & greet all clients and visitors
- Assist in the general administrative duties on a day to day basis
- Calendar management
- Arranging off-site lunches/dinners when required
- Events organisation from internal to external events
- Support the 2 partners with a variety of administrative tasks
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Create and update records and databases
- Assist colleagues whenever necessary
- Other ad-hoc duties as they arise

Candidate Profile/Experience:

- Previous office administration experience preferred
- Excellent computer skills
- Excellent attention to detail
- Flexible attitude to work
- Outstanding communication skills – both verbal and written
- Excellent organisational skills
- Familiarity with office management procedures is advantageous

If you would like to apply, please send your CV and covering letter to: laura@hmca.ie