

Administrator & Team Support

Job Title:	Administrator & Team Support
Reports to:	Head of Client Services/CEO
Job Location:	11 Sean Mulvoy Centre, Sean Mulvoy Road, Galway
Contract Details:	Permanent contract, 6-months' probation, 37 hour per week
Salary:	€30,000-€45,000 salary range (<i>depending on experience</i>)
Job Purpose:	<p>To provide comprehensive administration support to the Head of Client Services, CEO, Property Department and the wider organisation in an efficient, professional, confidential and effective manner, handle and respond to issues while assisting with other tasks on a needs-be basis.</p> <p>Galway Simon Community is a very busy organisation, responding to the needs of the increasing number of people experiencing and at risk of homelessness in the West of Ireland. We are looking for an experienced administrator with a positive approach to join our committed team.</p>
Main duties & Responsibilities:	<p><u>Executive and General Administration Support</u></p> <ul style="list-style-type: none"> ▪ Assist the CEO/Head of Client Services and across the wider organisation (as required) with a range of general administrative tasks ▪ Diary management and coordination of meetings and recording minutes at meetings ▪ Assist in the production of documents and materials (<i>to include presentations - minutes of meetings, typing, scanning, photocopying</i>) for meetings (Board of Directors, Services; Staff) and in general for the organisation ▪ Proof-reading documents and reports ▪ General document management and filing ▪ Drafting communications to respond to enquiries by phone, email, post or in person ▪ Managing bookings for events as requested ▪ Manage internal and external room bookings ▪ Organise refreshments for meetings and events <p><u>IT Administration</u></p> <ul style="list-style-type: none"> • Coordinate acquisition of IT assets as required – laptops, tablets, phones etc. in line with Galway Simon Purchasing Policies • Maintain IT Register • Coordinate access for staff to Galway Simon systems based on appropriate privilege levels

	<ul style="list-style-type: none"> • Ensure IT assets are in place for new starters (laptop, phone etc.) with appropriate privileges, and that all assets are returned and privileges removed when people leave the organisation. <p><u>Property Department Administration</u></p> <ul style="list-style-type: none"> • Providing general administrative support on a day to day basis in a busy property department • Preparation and typing of documents, reports, minutes of meetings and general day to day correspondence • Maintaining the organisation’s Property Registers • Liaising with external stakeholders (<i>e.g. Solicitors, Local Authorities, Engineers</i>) • Ensure that all Property filing is in order – hard and soft copy to include: • Generating reports/statistics • Assist in all property related projects as required <p><u>Other</u></p> <ul style="list-style-type: none"> ▪ Work to Galway Simon Community values and ethos ▪ To exercise discretion in all aspects of the role ▪ Sensitivity to confidential matters is required ▪ Participate in reviews, planning and training ▪ Adhere to all Galway Simon Community policies and procedures <p>The above job description is not intended to be a comprehensive list of all key duties/responsibilities involved and consequently, the role holder may be required to perform other duties as appropriate to the position, which may be assigned to them from time to time as the position evolves.</p>
Job Specification	<p><u>Essential</u></p> <ul style="list-style-type: none"> ▪ Third level degree or sufficient evidence of qualifications relevant to the role. ▪ Minimum 3 years’ experience in a busy office environment or working in an environment with various stakeholders and interdependencies. ▪ Strong time management skills, work prioritisation, multi-tasking, diary management and ability to take ownership of tasks and deliver outcomes. ▪ High level of proficiency in MS Office, Word, Excel and Powerpoint. ▪ Experience of minute taking at meetings. <p><u>Desirable</u></p> <ul style="list-style-type: none"> ▪ Experience working in property, community, not-for-profit sector. ▪ Full clean driving licence and access to own car
	<p>All applicants should submit a CV and Cover letter to Galway Simon Community. at jobs@galwaysimon.ie, by 5pm on closing date 16th July, 2023.</p> <p>A detailed job description can be obtained from www.galwaysimon.ie</p> <p>If you have any questions in relation to this position please contact the HR department via email jobs@galwaysimon.ie</p>
<p>Galway Simon Community is an equal opportunities employer and welcomes applications from all sections of the community.</p>	