**VACANCIES: SENIOR ADMINISTRATOR**

**Title of Post**: Senior Administrator

**Location:** Cork

Reporting: **Director of Housing**

Salary: Negotiable

Hours of Work: Full-Time

**About Peter McVerry Trust:** Established in 1983 by Fr Peter McVerry the charity works with individuals at risk of, or experiencing homelessness, primarily in the Dublin region. Peter McVerry Trust provides a wide range of services in the areas of prevention, housing, homelessness, under 18s residential and drug treatment.

**Our Vision**: “An Ireland that supports all those on the margins and upholds their rights to full inclusion in society.”

**Our Mission:** Peter McVerry Trust is committed to reducing homelessness and the harm caused by drug misuse and social disadvantage. Peter McVerry Trust provides low-threshold entry services, primarily to younger persons with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model and within a framework that is based on equal opportunities, dignity and respect.

We are currently recruiting for the role of Senior Administrator (Office Manager). The successful candidate will have experience of working in a busy office environment and will be responsible for overseeing the day to day smooth running of our Cork Office- A proven ability to multi task, project plan and respond professionally and efficiently to requests is required. A high energy organiser, with a passion for helping people and finding solutions for any day to day administration and office matters.

1. **Key Responsibilities Include:**
* Office Administration
* Responsibility for phones and office administrator reception duties
* All areas of administration – maintaining filing systems/post/monitoring of boardroom bookings for meetings/interviews/mailings/security of office/property maintenance
* Reporting on property matters re maintenance issues
* Responsibility of keeping  records of keys and carrying out key audits
* Assisting with petty cash
* Responsibility for housekeeping
* Involvement and support of any office moves.
* Ensuring the overall upkeep and maintenance of Office
* Other duties as required
1. **Additional:**
* Ordering office supplies and managing relationship with these suppliers;
* Managing meeting room bookings;
* Providing back up support to reception. This includes welcoming visitors, answering phone-calls, handling all incoming and outgoing post and arranging couriers.
* Managing callers to the doors, responding to queries of callers to the door, keeping a record of these and referring to appropriate PMVT service
* Ensuring Covid compliance within the office, monitoring and maintaining signage, keeping a contact record of all visitors / staff on-site
1. **Change in work programme:**
* It may be necessary, from time to time, for workload to be re-prioritised in order to accommodate workloads in other areas of the organization. Due notice and consultation will be given.

**3. To have a positive and enthusiastic attitude in work:**

* In your interactions with management, staff and residents of the Peter McVerry Trust.
* In your interactions with external agencies while representing the Peter McVerry Trust.

**4.** **Other Duties:**

* Any other duties as designated by your line manager.

**Person Specification:**

**Qualifications, Skills & Experience:**

* Third level qualification;
* Essential competencies: Commitment to providing the highest level of service, respect for others, communication skills– oral, aural and written, professionalism, resilience and positive outlook and effective team working
* Excellent organisation skills and project management skills;
* An ability to prioritise, multi-task and work well under pressure in a small, but busy office environment;
* Highly computer literate – proficient in Microsoft Office (e.g. Word, Excel, PowerPoint, Access);
* Experience of maintaining and managing databases;
* Punctuality and reliability as an employee are essential;
* Self-starter who is hard working and works well with others
* Flexibility in the role – support to finance and other areas as is needed

**To apply please download the application form at:** [Vacancies - Peter McVerry Trust (pmvtrust.ie)](https://pmvtrust.ie/about-us/jobs/)

**Completed application forms should be sent to** **recruitment@pmvtrust.ie**

**Peter McVerry Trust is an Equal Opportunity Employer**

**Closing date 15th November 2021**

**Peter McVerry Trust Operations Ltd Registration Number 412953 Charity Number CHY7256**