

Vacancy: Executive Assistant



Dublin



Salary: Negotiable



Hours of work:
Full-time



25 Annual
Leave Days



Reporting to:
Director of Housing Development and Communications

We are currently recruiting for the role of Executive Assistant to the Director of Housing Development and Communications. The successful candidate will have experience of working in a busy office environment and will be expected to be a highly effective administrator, with a proven track record of independently managing complex scheduling at a senior executive level. The successful candidate will join a multi-award-winning team that leads on innovative communication and housing development projects for Peter McVerry Trust. This is highly rewarding opportunity to play an integral role in responding the homeless crisis.

Key responsibilities include:

- Provide effective day-to-day administrative supports to the Director
- Build strong working relationships with the CEO and his office, the SMT and colleagues in Communications and Housing Development
- Coordinate the Director's diary, proactively managing diary requests and conflicts
- Manage the Director's incoming correspondence, ensuring they are responded to or re-directed as appropriate.
- Organise the Director's attendance at events as well as travel requirements on occasion
- Support the Director in the delivery of strategic projects
- Assist the Director in managing relations with key internal and external stakeholders including Government and Statutory Agencies
- Assist with collation of various management information inputs as required.
- Any other duties as designated by the Director.

Person specification:

Qualifications, skills & experience:

- 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
- 2+ years related PA experience at a senior level, to include experience of working on own initiative and as part of a team, in an environment with a varied and heavy workload, Proficient and experienced in MS Office suite of applications
- Proficient and experienced in virtual collaboration tools (Microsoft Teams, etc.)
- Professional discretion appropriate to handling confidential information and dealing with Senior Executives and equivalent external parties.
- Strong relationship management skills.
- Ability to distinguish core issues and prioritise accordingly.
- Excellent verbal and written communication, in particular the ability to relate to Senior Executives, staff and external stakeholders.

Employee benefits:

- 25 Annual leave days
- Statutory leave allowance
- Cycle to Work Scheme and Tax Saver tickets
- Employee Assistance Programme
- Training and career progression
- Further education supports
- Death in Service Benefit

To apply please download the application form [here](#).

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

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.

Peter McVerry Trust is an Equal Opportunity Employer

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



Opening doors for
homeless people