

Vacancy: Administrator – Head Office



Hours of work:
Full-time



Dublin



Reporting to:
Front Office Manager



€30,041-34848

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

The Purpose for the Role:

The role of Administrator is an essential part of the Head Office team ensuring that the function runs smoothly and efficiently and the service we provide to colleagues and other stakeholders is of the highest standards.

Responsibilities:

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 Head 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.

Key Responsibilities Include:

- Office Administration
- Responsibility for phones and reception duties
- Managing callers to the doors, responding to queries of callers to the door and referring to appropriate PMVT service
- All areas of administration – maintaining filing systems, post, printing & binding, monitoring of boardroom bookings, security of office, property maintenance
- Ordering supplies for offices and services and managing relationship with these suppliers
- Managing and setting up utility accounts and licenses and managing relationships with these providers
- Fleet management
- Responsibility of keeping records of keys and carrying out key audits
- Managing Head Office petty cash
- Responsibility for housekeeping
- Ensuring the overall upkeep and maintenance of the office
- Other duties as required

Additional:

- Involvement and support of any office moves
- Registering tenancies and managing insurance data

Change in work programme:

- From time to time, it may be necessary for workload to be re-prioritised to accommodate workloads in other areas of the organization. Due notice and consultation will be given

To have a positive and enthusiastic attitude at work:

- In your interactions with management, staff and residents of the PMVT
- In your interactions with external agencies while representing the PMVT

Other Duties:

- Any other duties as designated by your line manager

Experience Required

Qualifications, Skills and Experience required;

- 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 in 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

Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures

Employee benefits

- Attractive salary: €30,041-34848
- 23 days annual leave allowance
- Core Professional Training and CPD
- Cycle to Work Scheme and Tax Saver
- Death in Service Benefit
- Employee Assistance Programme
- Career progression opportunities

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time.

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers: [Application Form](#)

Completed application forms should be sent to recruitment@pmvtrust.ie along with your CV and Cover Letter.

Closing date July 15th

Peter McVerry Trust is an Equal Opportunity Employer.
Registration Number 412953 | Charity Number CHY7256