

Job Advertisement

Job title:	Resettlement Administrator
Department:	Resettlement Service
Reporting to:	Team Leader
Salary:	€36,156
Hours:	Full-Time
Location:	Dublin

Role overview

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 role of Resettlement Administrator is crucial to effective and efficient day-to-day operations of the Resettlement officers.

Responsibilities

Key Duties:

It is the responsibility of the Resettlement Administrator to maintain databases updated, complete a monthly report and to assist the Resettlement officers in their day to day administrative tasks.

Job Objectives

- Updating databases and CRM for various forms of data,
- Collating data from multiple reports into a single spreadsheet
- Assisting colleagues whenever possible,
- Handling email and phone inquiries,
- Taking minutes in staff meetings,
- Filing and archiving documents,
- Organising events including clinics and meetings,
- Liaise with landlords of private rented properties to discuss the possibilities of arranging house viewings, monthly rent, contracts and move in dates,
- Introduce the work of the Resettlement team to agents/landlords and inform on how we can assist them,
- Develop a network of landlord and agents to work with,
- Develop rapport with agents and landlords,
- Search for properties daily, identifying new properties available in the market,
- Offer available properties to the Resettlement team,

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- Assist the Team Leader / head of Services with other administration duties as required.

Experience required

Qualifications, Skills and Experience required:

- Desirable hold a relevant qualification (QQI Level 8) suitable to the role in an Information Technology related field
- Experience in a similar role is preferable,
- High standard of suitability, and professionalism for the proper fulfilment of the duties of this role

Skills:

- Data handling skills,
- Strong organisational and administrative skills,
- The ability to work under pressure and also show initiative.
- Excellent time management skills and attention to detail,
- The ability to prioritise tasks.
- Ability to analyse and solve problems,
- Excellent communication skills,
- Comfortable working in a fast-paced environment with constant changes
- Willingness to work to task completion and manage multiple competing tasks while ensuring timely delivery of those tasks
- Ability to work both independently and as part of a team
- Discretion handling confidential information
- Experience working as part of a multi-disciplinary team

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.
- Child Protection: Follow all child protection legislation, regulations, and guidelines including the PMVT Child Protection and Safeguarding Policy.



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How to apply

To apply, please download the application form available at pmvtrust.ie/careers and return to recruitment@pmvtrust.ie.

Peter McVerry Trust is an Equal Opportunity Employer.

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