

## Office Manager

The Rediscovery Centre is an award winning social enterprise dedicated to leading environmental behavioural change and green living through reuse, education, research and training. Due to a planned expansion and the opening of our new HQ and innovative education centre in Jan 2017, the Rediscovery Centre is currently seeking an experienced and competent Office Manager to join our growing team.

Reporting directly to the CEO and executive team, the **Office Manager** will be responsible for ensuring the effective day-to-day administration activities to facilitate the smooth running of the centre. **Duties may include but will not be limited to**

- General & financial administration
- HR administration & management
- File management & data control
- Supervising administration staff including volunteers and CE participants
- Verbal, written and email communications on behalf of the Rediscovery Centre
- Assisting the preparation of strategy documents, funding proposals & other communications as appropriate
- Support and/or management of events, tours & meetings
- Coordination, scheduling and hosting internal and external meetings
- PR and communications support inc. social media as required
- Travel & social event management

### Necessary skills & Personal attributes

- 3rd level qualification or equivalent in relevant discipline such as business administration or finance
- 3yrs+ experience in a similar role
- High level of attention to detail
- Strong IT & organisational skills
- Good oral and written communication skills
- Excellent numeracy skills & financial management/bookkeeping experience
- Ability to multitask and problem solve
- Reliable & adaptable with an enthusiastic approach to work
- Good interpersonal & communication skills
- Team player with a can do attitude

### Desirable qualifications/experience

- HR management experience
- Experience of finance software such as TAS books, Sage etc.,
- Previous experience of research programmes

### Salary & hours of work

This a part-time position for 2.5 – 3 days per week. Working hours will be agreed with the successful candidate. Salary is **€32-38K** pro rata depending on experience.

### Application Process.

Please send a cover letter and CV outlining qualifications, relevant skills and experience to

[WISER@rediscoverycentre.ie](mailto:WISER@rediscoverycentre.ie) Please reference 'Office Manager' in the email subject. The closing date for receipt of applications is 5pm on 2<sup>nd</sup> November 2016, with interviews being held in Ballymun the following week.



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Environment, Community and Local Government