Dublin City University  
Faculty of Science & Health  
School of Nursing & Human Sciences  
Healthy Living Centre  
Secretary/Receptionist Grade II  
(One Year Part Time Contract)

Role:

The Secretary/Receptionist will provide a professional and comprehensive secretarial/reception service in the Healthy Living Centre (HLC) under the supervision and direction of the Centre Administrator and Director of Academic Practice. The post holder will be working as part of the HLC team. The primary focus of the post will be to provide a professional informed and sensitive first point of contact for the HLC to clients and visitors of the clinic.

Responsibilities & duties include:

- Acting as the first point of contact for staff, clients and visitors to the clinic recognising and being able to respond appropriately to the sensitive nature of client need.
- Assisting with the completion of any documentation required by the clinic and the client.
- Updating the HLC internal software with client’s information, booking appointments and consultation rooms.
- Provision of reception and secretarial support for members of the HLC staff including typing, use of photocopiers and binding machines, filing, making and receiving telephone calls.
- Arranging meetings, preparation of agenda, taking minutes of meetings and writing them up, drafting and/or signing less straightforward documents, keeping up stocks of stationery, making travel arrangements; making arrangements for the caterer for lunches or other special events, maintaining School/Unit data,
- Provide secretarial support to the Steering groups of the HLC, assisting with papers, reports, minutes, agendas, SLA’s reviews etc.
- Any other duties which may be assigned from time to time by the Centre Administrator and Director of Academic Practice.
- Bringing to the attention of the senior staff of the HLC, issues which affect the operational efficiency or development potential of the clinic.
Experience and Qualifications:

Applicants for the above post must possess the Leaving Certificate or equivalent, have successfully completed a recognised secretarial course and have a minimum of three years relevant work experience of working in a secretarial/reception environment and a minimum of 1 years experience in a counselling / healthcare environment, e.g. GP practice. They must have excellent communication, administrative and computing skills and demonstrative experience of dealing with people in distress. They should be capable of undertaking secretarial, clerical and administrative duties in a healthcare environment. Confidentiality and discretion of a very high level is expected.

Desired:

- Excellent interpersonal skills
- Excellent IT skills
- Demonstrative ability to work as part of a team.
- Demonstrative ability to respond to people in distress
- Be able to work on own initiative

Hours of work:
3 evenings a week, Tuesday, Wednesday & Thursday. 4:00pm-8.30pm.

Closing Date: 13th December 2013

Salary scale:
Secretary Grade II  € 24,960 - € 31,882
  € 22,464 - € 28,694 *

*Applies to new entrants to the public sector after 01 January 2011

Details of the pay that applies to internal candidates upon promotion can be viewed at http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf

Informal Enquiries in relation to this role should be directed to:

Dr. Liam Mac Gabhann, Director of Academic Practice, at: Tel 01 700 8805

Application Procedure:

Application forms are available from the DCU Current Vacancies (open Competitions) website at http://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel:+353 (0) 1 7005149.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax:+353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer