




Research Centre: Fraunhofer Project Centre for Embedded Bioanalytical Systems at Dublin City University – a joint initiative of Science Foundation Ireland and  **Fraunhofer**

Post title: **Administrative Assistant (Grade IV)**

Post duration: **31 December 2019**

An exciting full-time position has arisen in a commercially focussed research initiative in Dublin City University – Ireland’s University of Enterprise. In this role you will have the opportunity to develop a multi-faceted set of hard and soft skills, and to benefit from the exposure to the multicultural environment of local academia, international companies and research organisations.

The Fraunhofer Project Centre (FPC) for Embedded Bioanalytical Systems at Dublin City University (DCU) – a joint initiative by Science Foundation Ireland and the German Fraunhofer-Gesellschaft - develops microfluidics-based solutions with primary applications in medicine and the life sciences for testing biosamples such as body fluids, food, drink, bioprocess samples and water.

Duties and Responsibilities

To provide operational and administrative support to the Centre Director and FPC@DCU’s Management team, you will take on responsibility for a range of front office tasks including:

- Provide efficient office support of the director of FPC@DCU in delivering a diverse spectrum of administrative tasks.
- Supporting administration & marketing within the centre.
- Support FPC@DCU relating to human resources (HR), including generation of staff requests using the DCU online system, liaising with DCU HR to ensure the timely processing of employment contracts, liaising with Payroll on matters relating to staff salaries and tracking absences.
- Oversee the procurement activities of FPC@DCU’s management and research team, including day-to-day purchasing / requisitions, formal requests for proposals and tendering.

- Updating, monitoring and reporting of project budgets according to the requirements of funding sources and categories.
- Assist with the co-ordination conferences, workshops, internal seminars, meetings, site visits, events, social media and marketing activities.
- Act as the first point of contact for FPC@DCU for both internal and external queries ensuring timely resolution, liaising with centre management and other university units as required.

Experience and Qualifications

Applicants must possess a primary degree and at least three years relevant work experience and should be very familiar with financial information systems. Applicants will have a good understanding of procurement and accounting processes as well as be well-versed in Microsoft Office applications such as Microsoft Word, Excel, Outlook and PowerPoint, ideally also with Google Apps and CRM tools. After an appropriate training period, he/she will also have the ability to operate new administrative software used in the centre and its host university and professionally communicate over the phone as well as in emails, formal letters and social media.

Applicants should be / have:

- Well organised with pro-active work ethic
- Excellent organisational, communication and social skills
- Ability to quickly understand tasks described
- Work in a focussed way on delivering timely solutions, even during multi-tasking

Building & Maintaining Relationships

Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization and its partnering Fraunhofer Institute for Production Technology (FhG-IPT) in Germany. Ability to take a leadership and focused approach to developing contacts throughout DCU. Experience of working successfully in a team environment

Personal Effectiveness/Excellence

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning, organizing and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, have effective time management skills and the ability to multi-task and prioritise in a busy, deadline-driven work environment.

Supervision

Takes a fair approach in supporting others to complete tasks and is capable of providing appropriate feedback if required.

Team working

Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively within the team, to the need for change.

Knowledge of the Organisation/Sector

The ability to continuously learn and understand the structures, processes and relationships within DCU. Has awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.

Knowledge of Processes and IT

Shows a willingness to engage with processes and technology.

Problem solving and Decision-Making

Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision-making.

Salary: *€34,971 to €52,268

*Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.

Closing date: 28th September 2018

Informal enquiries to: Prof. Jens Ducreé (jens.ducree@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.dcu.ie/hr/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. Human Resources

Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email:
hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref993 Administrative Assistant in FPC@DCU

Dublin City University is an equal opportunities employer.