



**Dublin City University**  
**All Hallows Campus – Estates Office**  
**Administrator/Secretary Grade II**  
**(5 Year Fixed Term Contract)**

Dublin City University (DCU), St Patrick's College, Drumcondra (SPD), Church of Ireland College of Education (CICE) and Mater Dei Institute of Education (MDI) are actively engaged in a formal process leading to the full incorporation of SPD, CICE and MDI with DCU by September 2016. In addition, DCU has recently completed the purchase of the All Hallows campus (AHC) in Drumcondra which dates back to the 18<sup>th</sup> Century.

The Estates Office is responsible for the management of the University's physical assets and the provision of services in a multi-campus environment. There is an immediate requirement for an administrative/secretarial role to supplement the existing AHC Estates team. While this position will be based on the All Hallows Campus the post holder may be required to provide services at any of the University campuses as required

**Overview of the Role**

The Administrator/Secretary will be based at the main Reception located in Drumcondra House providing a professional and comprehensive administrative service in support of a range of activities provided by the DCU Estates team.

**Relationships**

This position reports to the Senior Administrator in Glasnevin Campus in conjunction with the Facilities Manager on the DCU All Hallows Campus,

**Duties and responsibilities**

The post holder provides administrative support in particular front of house Reception duties including meet and greet whilst managing a busy switchboard. Due to on-going developments within the Campus and the broader University, the range of duties and responsibilities of the post holder may subject to change from time to time. The following is a broad but not exhaustive list of the principal duties of the post:

- Working as part of a busy team, liaising closely with colleagues and staff across the University.
- Acting as the first point of contact for the DCU All Hallows Estates Office, managing a busy reception area, providing support for Estates Helpdesk queries.
- Acting as first point of contact for students, referring students to contact points at which they can obtain further information.
- Addressing facilities queries and ensuring they are passed to the appropriate Estates staff member.
- Providing secretarial services including typing, use of word processors and Microsoft Packages (including Word, Excel and PowerPoint), use of photocopiers and binding machines, filing, making and receiving telephone calls, sorting of and distribution of post for various units.

- Maintaining stationery and other supplies.
- Arranging meetings, interviews and events including room bookings.
- Preparing and maintain records for Car Parking Permits.
- Processing orders, checking invoices, confirming deliveries.
- Assisting with General Office administration pertaining to the Estates Office
- Participating in relevant training.
- Any other duties which may be assigned from time to time by the Head Estates or his/her nominee.

### **Qualifications & Experience**

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course where required and three years relevant experience. Customer service experience is desirable. Candidates should have strong organizational skills together with good interpersonal skills, proficiency with IT programmes and the ability to work under pressure and to tight deadlines. They should have good communication, administrative and computing skills. Due to the nature of this vacancy, the suitable candidate will ideally be available for an immediate start.

**Salary Scale:** €25,210 - €31,882

**Closing date:** 22<sup>nd</sup> August 2016

**Application forms are available from:** [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref # 385 - Secretary Grade 2**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax to Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

***Dublin City University is an equal opportunities employer***