



JOB DESCRIPTION: HOUSING SERVICES ADMINISTRATOR

LOCATION: DUBLIN CITY CENTRE

CONTRACT: FULL TIME- PERMANENT / 37 HOURS PER WEEK

RESPONSIBLE TO: HOUSING SERVICES MANAGER

JOB SUMMARY:

- To deal with all aspects of administration within the Housing Services team
- To provide support to other internal Departments and regional office.

KEY RESPONSIBILITIES:

Administration

1. Responsibility for answering telephone calls, logging and dealing with enquiries, including sharing in the cover of Main Reception / switchboard duties in absence of Reception staff.
2. Monitoring and responding to webchats.
3. Assisting with general administrative duties within the organisation as required, including typing, copying, and filing, taking meeting minutes, processing invoices etc.
4. Provide Business Support cover for colleagues as necessary
5. Using a variety of software packages, such as Microsoft Word, Outlook, Powerpoint, Excel, Access, etc., to produce correspondence and documents and maintain presentations, records, spreadsheets and databases and charts.
6. Booking rooms and conference facilities.
7. Using content management systems to maintain and update websites and internal databases.
8. Attending meetings, taking minutes, and keeping notes.
9. Managing and maintaining budgets, as well as invoicing.
10. Liaising with staff in other departments and with external contacts.
11. Ordering and maintaining stationery and equipment.
12. Sorting and distributing incoming post and organising and sending outgoing post, including mail merges.
13. Liaising with colleagues and external contacts to book travel and accommodation.
14. Organising and storing paperwork, documents and computer-based information.

15. Photocopying and printing various documents, sometimes on behalf of other colleagues.
16. Arranging and booking taxis, couriers and lodgement handling.

Health and Safety

1. To conduct all activities in a manner which is safe to yourself and others.
2. To be aware and act in accordance with the Association's Health and Safety Policy.

General

1. Participating on forums/working groups/committees as required.
2. Assisting with general administrative duties within the organisation as required.
3. Contributing to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures.
4. Any other duties as required.

**This job description is not definitive or restrictive and will
be subject to periodic review as deemed necessary and / or in the light of job-related
developments.**