

Office Manager



The Rediscovery Centre is an award winning social enterprise & environmental visitor centre dedicated to leading environmental behavioural change and green living through reuse, education, research and training. 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

- Financial administration & book keeping
- HR administration & management
- General Admin
- File management & data control (GDPR)
- Supervising administration staff including volunteers and CE participants
- Verbal , written and email communications on behalf of the Rediscovery Centre
- Assisting the preparation of
 - financial reports
 - strategy documents,
 - funding proposals & other as reporting requirement as appropriate
 - reports to Companies Registration Office, Charity Regulator & other statutory requirements
- Support and/or management of events, tours & meetings
- Coordinating, documenting and hosting internal and external meetings
- Managing supplier relationships, company purchasing etc.,
- Travel & social event management
- Supporting executive staff, appointed accountants & board members as required
- Preparing reports and updates for management and key stakeholders as required
- Ensuring adherence to relevant HR & legal policy & legislation
- Participating in research programmes and other research activities
- Any other duties determined necessary for the successful operation of the Rediscovery Centre

Necessary skills & Personal attributes

- 3rd level qualification in a business related discipline or equivalent experience in a business administration or finance role
- 3yrs+ experience
- 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
- IT
- Experience of finance software such as Quick books, TAS books, Sage etc.,
- Previous experience of research programmes

Salary & hours of work

This a full-time position 5 days per week. Working hours will be agreed with the successful candidate. Salary is €32-38K depending on experience. Occasional weekend work will be required.

Application Process.

Please send a cover letter and CV outlining qualifications, relevant skills and experience to ed@rediscoverycentre.ie Please reference 'Office Manager' in the email subject. The closing date for receipt of applications is 5pm on 20th of August 2019 with interviews being held in Ballymun the following week.