



<b>Job title:</b>	<b>Administrative Officer</b> <b>Reference: A00123</b>
<b>Location:</b>	Central Hotel Chambers, Dame Court, Dublin 2.
<b>Responsible/Reporting to:</b>	This role will be part of the Corporate Team reporting to the Senior Development Officer
<b>Job purpose:</b>	Responsible for providing administrative support to the Board and its committees and the CEO. In addition, assisting with HR administration to the organisation.
<b>Salary Scale:</b>	Salary scale €32,800 to €40,962 – a 10-point scale. Entry level will depend on experience.
<b>Job Information:</b>	This post is a 2-year fixed term contract. Full-time, 35 hours per week Monday to Friday

## About HAIL

### **HAIL is an Approved Housing Body with over 450 properties in the Greater Dublin area**

HAIL's vision is to be the provider of choice for housing and support for people with mental health difficulties, enabling them to achieve and sustain independent living in the community by having secure, quality, affordable accommodation with appropriate support services tailored to their needs.

HAIL's mission is to provide housing and individually tailored services to support people, primarily those with mental health difficulties, to integrate and live independent lives in the community.

### **Job Purpose Summary**

The Administrative Officer will be responsible for providing administrative assistance to the CEO, and, Board Directors and Committee Members. The role also consists of general office administration with focus on HR functions . Operating as part of a team is most important, with the flexibility to respond to various tasks as required.

## **Key Role and Responsibilities**

Working as part of a busy organisation, the main duties of the post will be to:

- Provide high quality, professional administrative support to the CEO, the Board and its Committees:
- Responsible for practical arrangements for Board and Committee meetings such as:
  - Organisation and scheduling of meetings
  - Collating and circulating meeting packs
  - Minute taking
- Assist with HR functions of the organisation including but not limited to record keeping, arranging interviews and training and liaising with our HR consultants
- Diary management for the CEO
- Provide administrative assistance to the CEO on Governance-related and various other projects across the organisation
- Provide office support to the Corporate Team as required in the day to day running of the office including answering calls, greeting and assisting visitors to the office and monitoring the Company's generic emails
- Ensure that security and confidentiality in your role are maintained at all times
- Ad hoc tasks as directed

## **Competencies / Qualifications required:**

- 3+ years proven experience in an administration role
- PC literate and competent in using Microsoft package including Word, Excel, Powerpoint and Outlook
- Experience organising meetings and taking minutes
- Experience of dealing appropriately with confidential and sensitive information
- Strong customer care and communication skills
- The ability to work as part of a team
- Ability to prioritise & problem-solve
- Ability to work under pressure and flexibly
- Integrity and personal effectiveness
- Commitment to the delivery of quality services
- Empathy with the client base, excellent communication and team working skills are key requirements for the post.

## **Desirable criteria:**

- Proven experience in a similar role providing administrative support to a senior level
- A working knowledge of the voluntary housing or charity sectors would be beneficial

## HAIL offers:

- Hybrid working locations
- Flexible working hours
- 24 annual leave days plus 3 Company days
- Company Pension Scheme with current contributions rates of 6% employer contribution and 6% employee contribution
- Death in Service Benefit
- Health insurance for serious illness
- Training and development
- Paid expenses

### 1. Appointment

This post will be filled immediately.

All contracts are subject to successful completion of a six-month probationary period.

### 2. Recruitment Process

Please send a **letter of application** outlining your suitability for this role and your **C.V.** to [hr@hail.ie](mailto:hr@hail.ie) by 5pm on **Monday, 10<sup>th</sup> March 2023**. Only those shortlisted for Interview will be responded to.

**HAIL is an equal opportunities employer.**



An Roinn Tithíochta,  
Rialtais Áitiúil agus Oidhreacht  
Department of Housing,  
Local Government and Heritage



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive



Feidhmeannacht um Dhaoine ar Easpa  
Díidne Réigiún Bhaile Átha Cliath  
Dublin Region Homeless Executive