

Recruitment Call for Administration and Operations Coordinator

We are seeking to recruit an Administration and Operations Coordinator

Closing date for applications: Sunday 18 September 2022

About the position

Dublin City Council Culture Company is seeking an Administration and Operations Coordinator to help achieve our ambitious aims to connect the citizens of Dublin through culture and conversation.

Working as part of a team, including another Administration and Operations Coordinator, and working closely with and reporting to the Head of Operations, you will play a key role in ensuring the smooth day to day running of our offices and buildings, providing general administrative support across the organisation, and practical operational support to our programmes and departments.

About the role

Function and role specification

Are you passionate about working with people and do you want to work in a role that directly supports the day to day running of a dynamic cultural organisation that runs historic and cultural buildings in Dublin? If so, then we are looking for you!

The Operations Department are the driving force behind the scenes, they are often the invisible magician behind the curtain, helping the other teams within the Dublin City Council Culture Company to deliver their work easily and efficiently.

Some of what you'll be doing:

Administrative support

- To manage and monitor the administration systems of the company, such as: overseeing recruitment administration, new employee set up, company filing, photocopying, shredding, managing general company email addresses, allocation of access to buildings (key log, swipe cards etc), administering company devices, administering fixed assets register
- Overseeing/reconciliation of the monthly invoice and statements with the finance department & carrying out company purchasing as required

- Office stock checks, ordering and management of office stock levels as needed for general office and facilities management across both venues
- Logging, management and filing of administration forms and audience surveys and some diary management for all team events, outings and such
- Management of post, courier and bulk deliveries
- Provide administrative support to team members generally and specific projects and events as may arise including venue hire

Human Resources Support

- Ensuring HR records are up to date and complete
- Compiling monthly HR reports
- Organising team training on behalf of the company maintaining training records
- Preparing monthly reports, as required

Health & Safety Support

- Liaising with and supporting the general, facilities and maintenance suppliers and contractors with the Venue Manager/s, Venue Hire Team and Head of Operations to ensure H&S protocol is adhered to
- Regular health and safety inspections of buildings, offices and office equipment ensuring all H&S compliance requirements are met
- Ensuring company policies are effectively communicated across the full team

Operations Support

- Support the Operations Department to manage facilities of all company run buildings, including historical sites 14 Henrietta Street and Richmond Barracks and other buildings as may come on stream in the work of the Culture Company, to include maintenance, facilities, utilities and building services contractors visits and services.

Role requirements

Essential criteria

- Minimum of 2 years of administration, office management or equivalent experience
- Exceptional administrative and organisational skills
- Proficiency across Google Suite (Gmail, G Drive, Google Docs, Google Sheets, Google Meet, Google Chat) MS Office suite (Excel, Outlook, PowerPoint, SharePoint, Word)
- Excellent verbal and written communication skills with proficient typing skills
- Ability to plan, organise and lead projects, to work independently and to deadlines
- The ability to prioritise workload, multitask and remain calm under pressure
- Accuracy and attention to detail

Desirable criteria

- A suitable qualification in administration or HR is not a requirement, but could be an advantage

- A knowledge of facilities management and health and safety
- Experience in placing orders and purchasing supplies
- An understanding of the work of Dublin City Council Culture Company and its ambitions

Person specification

The ideal person for this role will be:

- a dynamic self-starter with excellent interpersonal skills, ability to work collaboratively with experience in working across a multidisciplinary team and with a wide range of suppliers
- self-confident and can demonstrate a willingness to learn
- a diary management wizz, with the ability to coordinate and schedule as required accountable and responsible
- demonstrate a strong resourcefulness, initiative and problem solving
- instinctive with an ability to think creatively - to try, fail, learn, and try again
- willing to work flexibly, including some evening / weekend work if required

Position summary

Post Title:	Administration and Operations Coordinator, Dublin City Council Culture Company
Post Status:	Fixed Term Contract (full-time), three years, 6 month probationary period
Location:	Dublin City Council Culture Company, 14 Henrietta Street, Dublin 1; Richmond Barracks, Inchicore, Dublin 8 and other locations where the Company works
Reports to:	Head of Operations, Dublin City Council Culture Company
Key relationships:	All teams across the Company, Company Operations Team: Head of Operations; Operations and Administration Coordinator, other Company Heads of Department and CEO, Venue teams at 14 Henrietta Street and Richmond Barracks and other buildings if relevant, financial administration team.
Salary:	€31,200 gross p.a.
Pension:	A contribution of 10% of salary will be made to an agreed pension Savings scheme subject to the individual contributing a similar percentage.
Reward and recognition:	All Dublin City Council Culture Company employees participate in the performance review and appraisal process

	annually. This process measures performance, considers training and development opportunities and is used to determine any reward (pay or annual leave increases) that may be applicable.
Working from home:	The company facilitates working from home suitable to the requirement of the position, this can be discussed further with the successful candidate.
Other benefits:	Other Employee benefits include Employee Assistance Programme, Cycle to Work Scheme, Tax saver Commuter Ticket Scheme for public transport to and from work, access to certified training and opportunities for professional development in your role.

How to apply

Applications are now invited from applicants who meet these published requirements.

Applications must include the following:

- CV (including the names and contact details of two referees)
- A letter (no more than 2 pages) citing your specific skills, knowledge and experience relevant to the role specification and requirements.

Completed applications should be sent by email only to recruitment@dublincitycouncilculturecompany.ie with "Administration and Operations Coordinator" in the subject line. Applications received after the closing date and time will not be accepted.

Closing date for this application is Sunday 18 September 2022

The information supplied in your application will be reviewed against the requirements sent out in this notice by a panel to shortlist applicants and call people for an interview. Interviews will be held during the week beginning 26 September 2022. Dublin City Council Culture Company reserves the right to short-list candidates for interview. It will not be possible to provide application process feedback to unsuccessful applicants.

Garda vetting may be mandatory for successful applicants, and you must be cleared by the National Vetting Bureau before the work can commence. The successful applicant may also be required to complete mandatory training in line with the requirements of their role or broader company requirements.

Please note that Dublin City Council Culture Company is committed to developing policies and practices ensuring that accessibility, universal design and reasonable accommodation for people with disabilities are taken into account. Dublin City Council Culture Company is an equal opportunity employer. [Please see our Equal Opportunities Policy here.](#)

Please note that both the museum at 14 Henrietta Street and Richmond Barracks are Part M access compliant, and the offices of Dublin City Council Culture Company in both have limited physical access. Reasonable accommodation of access requirements will be made for successful applicants.

Interviews will take place in an accessible location. We are committed to respecting and protecting your privacy. We keep several kinds of personal data about our prospective employees so we can manage the recruitment process effectively and efficiently and meet our legal obligations. [Please see our Privacy Notice for Job Applicants here.](#)

Ends