

Recruitment Call: Administration Coordinator

We are seeking to recruit an Administration Coordinator

Closing date for applications: Monday 4 March 2024

About the position

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

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 buildings in Dublin? If so, then we are looking for you!

Our 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.

Working as part of the Operations team, 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 Dublin City Council Culture Company:

Dublin City Council Culture Company runs cultural initiatives and buildings across the city with, and for, the people of Dublin. We collaborate with people, communities, cultural organisations, businesses, and Dublin City Council to embed cultural experiences and increase cultural participation throughout Dublin.

We operate the museum at [14 Henrietta Street](#), Dublin 1, the cultural centre at [Richmond Barracks](#) in Inchicore, Dublin 8, and a wealth of other programmes. Please see [more details on our website](#) on the range of festivals, programmes, and projects we manage.

About the role:

Function and role specification:

Some of what you'll be doing:

Office Coordination:

- Arrange regular stock checks and any purchasing as needed for general office equipment including stationery, cleaning products, kitchen materials or facilities management across both venues.
- Arrange post, couriers or deliveries if requested by other departments.
- Management of the petty cash fund in line with the Company Financial Procedures.
- Setting up rooms when requested for events or meetings in either venue and arranging catering requirements if appropriate.

Administrative Coordination:

- 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.
- Ensure filing received by email, photocopying, scanning etc is done in a timely manner to ensure all company paperwork is up to date.
- Further develop the company customer record management system (Insightly) for the Operations Department, promoting its use and improving connectivity across the organisation.
- Arrange Purchase Order numbers, quotations and invoices for services as requested and required for purchases for the offices or Operations or Development department in line with the financial procedures of the company.
- Logging, management and filing of administration forms and surveys as required on day to day basis by all departments (as directed by the Development Department) as they are processed through our public-facing activities, eg permission and release forms.
- Support the implementation and monitoring of all company administrative systems and support all team members to be trained in the systems, templates and software.
- Support the maintenance, review and implementation of all existing core company policies, operational and administrative policies, procedures and systems across all departments.
- Any other administration work or errands that has been reasonably requested.
- Be the lead contact for specialised suppliers to ensure that the company has the required IT and communications services in place.
- Assisting the Development department with administrative tasks as required, including logging, management and filing of administration forms and surveys.

- Overseeing/reconciliation of the monthly invoice and statements with the finance department & carrying out company purchasing as required.
- Ensuring all procurement records are up to date and compliant with Company policy and procedures.
- Ensuring the fixed asset register is kept up to date.

Staff Support:

- Attend, arrange meetings as required by Head of Operations and CEO including monthly staff meetings and other team meetings.
- Support the implementation of the company induction process for all team members.
- Organising training on behalf of the company maintaining training records and reports, as required.
- Provide administrative support to team members generally and specific projects as may arise.
- Ensuring HR records (online and offline) are up to date and complete. To include HR tracker, time sheets and other records as used by the company for HR.
- Regular review of HR records, renaming the files and folders as required, moving completed files and folders from Recruitment Drive to HR drive and appropriate archiving and sorting so that the records are easily located as required.
- Arrange on request of Managers, any team members to have access to or receive training in the administrative management systems of the company which include GDrive, Insightly, Google Workplace, Docusign etc.

Position Summary

Post Title:	Administration Coordinator, Dublin City Council Culture Company
Post Status:	Fixed Term Contract (full-time), two years, a six month probationary period applies.
Location:	Dublin City Council Culture Company HQ, 14 Henrietta Street, Dublin 1 and Richmond Barracks, Inchicore, Dublin 8, additional Cultural Spaces across Dublin City as required.
Reports to:	Head of Operations
Key relationships:	HR Manager, Facilities Coordinator, the wider Operations Team and cross-departmentally specifically the Visitor Experience Coordinators, Venue Managers
Salary:	€34,811 gross per annum, prior to reward & recognition

Pension:	A contribution of up to 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.
Other benefits:	Other Employee benefits include Employee Assistance Programme, Income Protection Insurance, 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.

Role requirements:

Essential criteria:

- Minimum of two 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).
- 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 basic understanding of the use of Customer Relationship Management (CRM - we use Insightly) systems.
- 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.

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 two 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 Coordinator" in the subject line. Applications received after the closing date and time will not be accepted.

Closing date for this application is Monday 4 March 2024

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 19 March 2024. Dublin City Council Culture Company reserves the right to short-list candidates for interview. Interviews will take place in an accessible location.

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. It will not be possible to provide application process feedback to unsuccessful applicants.

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.

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.](#)

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