

Psychological Society of Ireland: Administrator **(<https://www.activelink.ie/node/109135>)**



Job title: Administrator

Location: PSI headquarters, Digital Office Centre Camden, 12 Camden Row, Saint Kevin's, Dublin 8, D08 R9CN.

Hybrid: On site (2-3 days) and work from home

Reporting to: Office Manager

Job type: Full-time, permanent (subject to six-month probation period)

Salary: €28,000 - €31,000

The Role

The key purpose of the role will be to provide administrative support across the organisation and the 10-strong team. Tasks will be broad ranging from processing queries from PSI members and the public, handling training and event applications, co-ordinating and scheduling meetings, and general day-to-day office administration. The successful candidate will work closely with colleagues in a collegiate and supportive team. Strong and demonstrable communication skills across multiple platforms are essential. An appreciation of academic administration and large membership structures would also be invaluable for this role.

Key Responsibilities

Providing efficient administrative support, including, but not limited to:

- Assisting in the processing and management of queries from PSI members and the public
- Processing varied applications regarding learning and development, qualifications, membership, etc.
- Assisting in the processing and management of financial and budgetary information
- Supporting PSI groups' projects as required
- Inputting and managing data across multiple platforms and document management systems.
- Meeting support about scheduling, preparation, documentation, accurate minute taking, communication.
- Supporting the Office & Finance Manager and the membership and communication teams
- Assisting with the course accreditation process
- Assisting the CEO as and when is needed.

Essential skills required.

- Strong organisational and prioritisation skills
- Attention to detail.
- Excellent interpersonal skills, both written and verbal
- Advanced IT Office skills – especially knowledge and experience of Zoom, Google Docs, Mailchimp, MS Excel, Teams, and Outlook.
- An appreciation of academic administration and large membership structures
- Numeric/financial savvy
- Ability to work autonomously with little supervision and flexibility.

- Also, able to work collaboratively, to take instruction and to deliver briefs.
- Able to work under pressure and to deadlines.

Essential experience required.

- Experience of working within an academic, a large membership, or a health organisation
- Experience of handling confidential information with a level of discretion and trust
- Working knowledge of GDPR requirements and protocols
- A minimum of 2-3 years of experience in a similar role.
- Budget processing and management experience
- Minimum of NFQ Level 6 or equivalent, in relevant course.
- CMS Database file Management experience

Benefits

- 20 days annual leave (excluding bank holidays)
- Company pension (once probation period is successfully completed)
- Sick pay
- Hybrid working
- Access to Employee Assistance Programme

The Employer

The Psychological Society of Ireland (PSI) is the professional body representing psychologists in the Republic of Ireland with a membership of circa 4,000 members. The PSI is an equal opportunities employer.

Closing date for receipt of applications is Mon 15th July 2024

A cover letter clearly outlining how the candidate meets the essential experience requirements and CV, should be emailed to officemanager@psychologicalsociety.ie (<mailto:officemanager@psychologicalsociety.ie>). Only CVs accompanied by a cover letter will be considered.

Region

Dublin 8 / Hybrid

Date Entered/Updated

24th Jun, 2024

Expiry Date

15th Jul, 2024

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