

## **H.O.P.E. Hands on Peer Education: Office Manager** **(<https://www.activelink.ie/node/110366>)**

### **Office Manager**

**for**  
**H.O.P.E. Hands on Peer Education (H.O.P.E.)**

H.O.P.E. is a community addiction charity in Dublin's North Inner City.

We are currently seeking an Office Manager to oversee all aspects of the day to day running of H.O.P.E.

We are looking for an individual with a strong work ethic, is highly motivated and energetic and can fit in with our team, working in an empathetic manner with a vulnerable client base.

### **Necessary for the role:**

- A minimum of three years' experience in office management, financial management and staff management. Knowledge of project management principles.
- Excellent administration and IT skills (Excel, Word, PowerPoint, Website and Social)
- Excellent planning and organizational skills, with a track record of managing change.
- Excellent communication and listening skills.
- Relevant 3rd level qualification.

### **Specific Areas of Responsibility**

- Financial Management.
- Reporting to relevant Government agencies.
- Governance.
- Staff Management.
- Premises Management.
- Promoting Abstinence Based Recovery.
- Maintaining & Developing HOPE's website and social media channels.

35 Hour Work Week. Excellent Working Conditions.

Competitive salary commensurate with experience and qualifications.

**Please send your CV and Cover Letter to [chairperson@hopehandson.com](mailto:chairperson@hopehandson.com)**  
**(<mailto:chairperson@hopehandson.com>)**

#### **Region**

Dublin 1

#### **Date Entered/Updated**

20th Aug, 2024

#### **Expiry Date**

20th Sep, 2024