

## **Lumen Dominican Centre: Office Administrator** **(<https://www.activelink.ie/node/111142>)**



### **Job Vacancy**

## **Office Administrator**

**Lumen Dominican Centre, Sion Hill Campus, Blackrock, Co. Dublin, A94 A3C7**

Lumen Dominican Centre is looking for an Office Administrator to assist with the day to day running of the centre.

The employment will initially be a fixed term contract for seven months beginning 4 November 2024. This may be extended.

### ***Primary responsibilities:***

- Helping to sustain a welcoming and safe environment for students, staff and visitors.
- Being present in the centre, 9 hours per week (three shifts over two/three mornings, 9.30 am – 12.30 pm, and one evening)
- Assisting in the running of the centre.
- Providing administrative support to the Director / Coordinator.
- Establishing and maintaining office procedures including operating office equipment and learning new technologies as they become available.
- Responding to technical queries from tutors.
- Answering the door / phone and addressing email queries.
- Other tasks as assigned by the Director / Coordinator.

### ***Must also demonstrate the following knowledge, skills and abilities.***

- Good administration, organisational and time management skills.
- Ability to work as a member of a team as well as working on own initiative.
- Effective verbal and written communication skills.
- Confident in the use of Microsoft Office – particularly Word and Excel for student registrations, class lists, contracts, attendance records, fee payments etc.

### ***Desirable experience.***

- Office administration in an educational setting.
- Maintaining website and social media outreach.

### ***Salary***

€20 per hour

### **To apply:**

Please send a CV (references to be available upon request) and covering letter either by email to [director@lumenop.ie](mailto:director@lumenop.ie) (<mailto:director@lumenop.ie>).

*or by post to:*

Lumen Dominican Centre  
Sion Hill Campus  
Blackrock  
Co. Dublin, A94A3C7

Deadline for applications: 11 October 2024 @5pm

**Region**

Blackrock, Co Dublin

**Date Entered/Updated**

25th Sep, 2024

**Expiry Date**

11th Oct, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/111142-lumen-dominican-centre-office-administrator>