

Pádraig Rice TD: Administrative Assistant **(<https://www.activelink.ie/node/112815>)**

Administrative Assistant (Full-time)

Employer: Pádraig Rice TD

Job Title: Administrative Assistant

Location: Cork

Job Type: Full-Time Monday – Friday

Salary Band: Administrative Assistant Salary Band €40,361.23 - €55,601.96.

Closing Date for Applications: 5 pm Monday 6th January 2025

Position Overview

Deputy Pádraig Rice is seeking to recruit a full-time Administrative Assistant to support him in his constituency work in Cork South Central. The Administrative Assistant will be primarily based in Cork, with occasional travel to Leinster House and will work closely with the Parliamentary Assistant as well as other members of the team to provide an exemplary service in representing Pádraig.

Personal Qualities

Does this sound like you? These are some of the qualities we look for in our team:

Passionate – What you do matters to you. The work of a TD's office helps shape the world we live in. You are driven to provide outstanding support to Pádraig's constituents.

Empathetic – You are people-focused and understand the confidential nature of working on behalf of the public.

Organised – Managing tasks simultaneously comes naturally to you and you understand the importance of delivering accurate and timely query resolution.

Persistent – You love a challenge and like to see things through to completion.

Key tasks of the Administrative Assistant

In this role you will:

- Organise and manage the constituency office of Deputy Pádraig Rice.
- Deal with correspondence (post, email, social media) and, where practical, resolve any issues raised by liaising with relevant state bodies.
- Manage the diary for the office of the Deputy, including meetings, events and Dáil.
- Maintain a database of constituency enquiries and see them through to completion.
- Liaise with internal Dáil Éireann functions and offices of other parliamentarians.
- Prepare publicity material and help promote Pádraig's work in all forms of media.
- Assist with the organisation of meetings and events.
- Manage volunteers and interns.
- Assist in developing relationships with external stakeholders and other progressive individuals and organisations.
- Where required, represent Pádraig at meetings he is unable to attend.
- Manage the accounts for the constituency office.
- Provide ongoing administrative support.

Experience and Qualifications

- Degree or four years office management experience showing a demonstrated ability to manage a busy office.
- An ability to work on own initiative and meet deadlines.
- Takes responsibility and is accountable for delivery of agreed objectives/projects.
- Strong interpersonal skills and an ability to develop good working relationships internally and externally.
- Strong IT and written and verbal communication skills.
- An interest in the political landscape and the broad policy platform of the Social Democrats.

Please note

- The list of duties set out in this job description is not to be regarded as exclusive or exhaustive. The employee is required to be flexible and to undertake such other duties as may reasonably be assigned to him or her by the employer, including occasional travel for constituency-based work.
- The successful candidate will be based in Cork but will be required to attend occasional meetings in Leinster House.
- It is important to note on applying for this position that the Administrative Assistant contract is subject to end when an election is called.
- The successful candidate will start at Point 1 on the Administrative Assistant Salary Band (€40,361.23). Pay scales are set out by the Houses of Oireachtas, not the individual TD.
- Overtime is available.
- Job Type: Full-time (Monday to Friday)

Application Process

Email padraig.rice@socialdemocrats.ie (mailto:padraig.rice@socialdemocrats.ie) with your CV and cover letter, telling us a little more about yourself, why you are interested in this role and why you believe you would be a good fit. Applications without a cover letter will not be considered.

Work authorisation: Ireland (required)

Closing Date for Applications: 5pm Monday 6th January

Region

Cork

Date Entered/Updated

19th Dec, 2024

Expiry Date

6th Jan, 2025

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