

# **Accommodation Centre: Assistant Site Manager (Part Time)** **(<https://www.activelink.ie/node/114413>)**

## **About us**

We're a new accommodation centre based in Dublin, focused on providing first class care and community for our residents. We're part of a wider commercial group in Ireland responsible for multiple high profile organisations with a track record of delivering excellence across all our entities.

## **About the Job**

We are seeking a dedicated and organised Part Time **Assistant Site Manager** to drive and maintain our high standard of delivery in our new venture and support the day-to-day operations of our accommodation centre. In this key role, you'll assist in supervising staff, addressing resident concerns, ensuring compliance with health and safety standards, and managing important administrative tasks.

## **Key Responsibilities:**

### **1. Staff Supervision & Team Coordination:**

- Support the Site Manager in leading and supervising staff on-site, ensuring that all team members follow operational procedures and standards.
- Foster a positive team environment by motivating staff, addressing concerns, and promoting effective teamwork.
- Provide training and guidance to new and existing staff, ensuring they are fully equipped to carry out their roles.

### **2. Resident Relations & Problem Resolution:**

- Act as the main point of contact for residents, addressing queries, complaints, and requests in a prompt and professional manner.
- Handle resident issues efficiently, aiming for resolution on-site and ensuring residents feel heard and valued.
- Monitor resident satisfaction and proactively seek feedback to improve the overall service.

### **3. Health, Safety, & Legal Compliance:**

- Assist the Site Manager in ensuring the site complies with all health, safety, and legal regulations, including fire safety, first aid, and emergency procedures.
- Conduct regular health and safety inspections, ensuring staff are aware of and following safety protocols.
- Stay updated on local regulations and industry best practices to ensure ongoing compliance.
- Assist with the coordination of safety drills, audits, and reporting any incidents or accidents promptly.

### **4. Administrative Management & Reporting:**

- Manage administrative duties including scheduling, record-keeping, and handling paperwork related to operational activities.
- Assist in maintaining accurate reports on staff attendance, site incidents, maintenance requests, and resident concerns.
- Ensure that all documentation is up-to-date, organised, and ready for audits or handovers to the Site Manager.
- Help the Site Manager with financial administration, such as tracking site budgets, processing invoices, and coordinating resource allocation.

### **5. Operational Oversight:**

- Work with the Site Manager to maintain smooth day-to-day operations by supporting in the management of site logistics, facilities, and general operations.
- Monitor facility upkeep and cleanliness standards, ensuring maintenance issues are addressed and resolved promptly.
- Coordinate with external contractors or service providers to ensure timely and effective completion of maintenance tasks.

### **6. Team Development & Performance Monitoring:**

- Provide feedback to the Site Manager regarding staff performance and assist with performance reviews, identifying areas for improvement.
- Encourage continuous development within the team, supporting staff through regular check-ins, offering constructive feedback, and ensuring their growth within the organization.
- Help with conflict resolution among staff members when necessary, promoting a positive and professional work environment.

### **7. Emergency Response & Crisis Management:**

- Be part of the emergency response team, helping to handle incidents such as medical emergencies, accidents, or facility breakdowns.
- Ensure that emergency protocols are followed correctly, and that appropriate actions are taken in a timely manner.
- Provide support during crisis situations by staying calm, effectively communicating with residents and staff, and coordinating with management as needed.

## Qualifications and Experience:

- Experience in hospitality, social services, or facility management.
- Strong problem-solving and communication skills.
- Ability to work flexible hours, including evenings, weekends, and holidays, depending on operational requirements.
- Strong knowledge of health, safety, and legal regulations, particularly in accommodation or facility management.
- Strong organisational skills and the ability to prioritise tasks effectively in a busy, fast-paced environment.
- Excellent verbal and written communication skills, with the ability to clearly convey information to staff, residents, and management.
- Strong problem-solving skills, with the ability to make sound decisions quickly when dealing with resident concerns, staff issues, or operational challenges.
- Ability to work collaboratively with the Site Manager and other team members to ensure operational efficiency and maintain a positive work culture.

## Please apply below:

<https://knockmittenhouse.bamboohr.com/careers/26>

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### Region

Dublin 12

### Date Entered/Updated

13th Mar, 2025

### Expiry Date

13th May, 2025

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