

Pieta: Centre Administrator – Swords **(<https://www.activelink.ie/node/114858>)**



Role: Centre Administrator – Swords

Location: Swords

Salary: €13.95 per hour

Employment Type: Permanent

Hours:

- 21 Hours Per Week
- 3 Week Rolling Roster
- Working 1 Saturday 9am-2pm every 3 weeks

Role & Responsibilities:

The role of the Centre Administrator is to provide a welcoming and supportive environment for all who attend, as well as ensuring the smooth running of the centre's daily activities and be present in the centre. Reporting directly to the Lead Therapist this role will include, but may not be limited to the following:

- Welcoming clients to the centre and general reception duties
- Managing petty cash, post and donations in line with Pieta policy
- Completing required maintenance and safety checks and linking with operational department around these
- Provide administrative support to therapists under the direction of Lead Therapist
- Organising meetings and take minutes as required
- Ensure appropriate filing system (both paper and electronic)
- Ensure data kept in line with GDPR, data protection and confidentiality policies
- Opening and closing of the Pieta centre
- Ensure appropriate resources available for smooth running of the centre in line with centre budget and maintain office equipment and coordinate purchasing and delivery of office stationery
- Ensure invoices and back-up documentation are submitted on time
- Work in accordance with the policies and procedures of Pieta
- Carry out such other duties as may reasonably be requested by Pieta
- This role requires flexibility to cover annual leave, sick cover and some evening and/or weekend work

Skills & Experience Required:

- Must have strong computer skills, including proficiency in using Microsoft office
- Good organisational and administration skills with careful attention to detail
- Capacity to complete work in a timely and accurate manner
- Experience in working with databases an advantage (e.g. Salesforce)
- Calm, compassionate and welcoming manner
- Proficient communication and interpersonal skills
- Ability to take responsibility for ensuring that work is completed to a high standard
- Ability to work on their own initiative and a strong ability to work with a team
- Exercises good judgment about who to share information with when the level of confidentiality is unclear

- Organised and flexible in meeting multiple demands
- Demonstrate a belief and enthusiasm for the work of Pieta and adhere to the core values of Pieta

Applications for the above should be made through our website (<https://www.pieta.ie/careers/>), attaching a cover letter outlining your particular suitability to the role and an updated C.V.

Closing Date: 9th April 2025

Note: Garda Vetting is required (of the successful candidates) for all positions.

Pieta is an equal opportunities employer, meaning we do not discriminate based on age, race, colour, religion, ethnicity, national origin, sex, sexual orientation, or physical/mental disability. We are committed to a diverse and inclusive workplace for all. We offer additional support to those with additional requirements. Please let us know if you require support ahead of your interview.

Region

Swords, Co Dublin

Date Entered/Updated

2nd Apr, 2025

Expiry Date

9th Apr, 2025

Source URL: <https://www.activelink.ie/vacancies/health/114858-pieta-centre-administrator-swords>