

Irish Haemophilia Society: Administrative Assistant **(<https://www.activelink.ie/node/115142>)**



Irish Haemophilia Society

The Society was founded in 1968 by members of the medical profession, people with haemophilia, their families and friends who felt the need to provide support and advice for members and to improve the quality of life for people with haemophilia. The Society has grown from an informal and voluntary group of parents of people with haemophilia who wanted a better deal for their children, to a confident and professional charity with a committed board and professional staff to deal with the challenges ahead.

Vacancy

Job Title: Administrative Assistant with experience in Event Administration

Position: Permanent with probation period of 6 months

Salary: Commensurate with experience (Ranging from €28,000 to €31,000)

Location: New Street, Dublin 8

Annual leave: Starting at 20 days per annum

Knowledge, Skills & Experience Required

The successful candidate must have a minimum of two years' general administration experience and have some experience in event administration.

The successful candidate must be able to demonstrate:

- Proficiency in Microsoft Office and must have good IT skills.
- Excellent administrative skills and multitasking ability.
- Excellent communication and presentation skills, both written and verbal.
- Self-starter: proven initiative and demonstrated the ability to develop and deliver.
- Good time management skills.
- Good interpersonal skills.
- Have the ability to work in a team and on own initiative when necessary.
- Highly organized individual with the ability to prioritize with good attention to detail.

Job Description

Conferences & Events

Assist with administrative tasks associated with conferences and events including:

- Prepare templates of requirements for all conferences and events.
- Source venues, negotiate costings and contracts.
- Site visits to proposed venues to assess facilities.
- Finalise contracts and deposits with various venues.
- Produce mailshots to members to include a letter of invitation, programmes, booking forms and any other documents

required.

- Liaise with the Publications & Social Media Co-ordinator on advertising events and conferences.
- Process registrations that are received by email, phone or online.
- Process payments.
- Update in house events spreadsheet with all details of members booking to include, contact details, accommodation, payments, food and beverages and adults & children.
- Liaise with members in relation to any queries.
- Liaise with venues regarding logistical requirements to include conference rooms, food and beverages, accommodation, logistics, deadlines, function sheets and contract.
- Produce confirmation packs for members to include confirmation letters, final programmes and important information.
- Produce all necessary paperwork for conferences and events including member folders, staff folders, programmes and any other documents.
- Attend conferences and events as required.
- Finalise contracts with venues for conferences and events.

Volunteers

- Assist with maintaining roster of volunteers.
- Assist with volunteer recruitment and garda vetting.
- Assist with yearly volunteer thank you packs for volunteers.
- Assist with yearly volunteer recognition awards.

General Administration

- From time to time assist with general office administration to include:
 - Reception: Welcome visitors, prepare refreshments, arrange taxis and couriers, arrange Zoom calls, shredding and recycling.
 - Phones: Answer phones and transfer to the appropriate person, and record messages.
 - Post: Record post in and out on a daily basis. Prepare mailshots and assist with mailshots for posting to members.
 - Outlook: Check the main office emails regularly.
 - Supplies: Maintain the stationery supply and other supplies for office.
 - Typing: General typing, mail merges and mailshots.
 - Staff Meetings: Taking minutes at monthly meetings.
 - Apartment Facility: Processing bookings in relation to our apartment facility for members in Dublin 8.

Other Administrative Tasks

- Administrative tasks for the Chief Executive and Administrator/Office Manager.

The successful candidate will have the opportunity to develop their skills and career with the organisation.

Application:

Please email a letter of application along with your C.V. to debbie@haemophilia.ie (<mailto:debbie@haemophilia.ie>). The closing date for applications is Monday 28th April.

Region

Dublin 8

Date Entered/Updated

16th Apr, 2025

Expiry Date

28th Apr, 2025

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