

**Administrative Assistant
Job Description**

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Job Title	Administrative Assistant
Location	The primary location is ARC Cancer Support Centre, 65 Eccles St. Dublin 7. Occasional Cover may be required at other centres: South Circular Road and Herbert Avenue.
Reporting Relationship	The Administrative Assistant reports directly to the Administration & Operations Executive. Manages: No direct reports
Purpose of the Post	To provide essential administrative support, ensuring the smooth operation of the organisation by assisting with the workload of the Administration and Operations Executive to the CEO and enhancing efficiency in executive and operational functions.
Roles and Responsibilities	<p>General Administrative Support</p> <ul style="list-style-type: none"> • Handle routine administrative tasks such as filing and document management. • Respond to general inquiries and act as a point of contact for day-to-day queries. • Maintain and update organisational records and databases. <p>Executive Support</p> <ul style="list-style-type: none"> • Manage the CEO's diary and schedule meetings. • Assist in preparing meeting agendas, reports, taking minutes, and following up on action items. • Support the CEO with correspondence and project tracking. <p>Health, Safety, and Risk Management Support</p> <ul style="list-style-type: none"> • Provide clerical assistance for health, safety, and risk-related tasks. • Maintain accurate documentation for audits, compliance, and risk assessments. • Coordinate with relevant stakeholders to ensure timely updates to reports and records.

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	<p>Operational Assistance</p> <ul style="list-style-type: none"> • Assist with the preparation and formatting of internal and external communications. • Organise and manage supplies, equipment, and other operational needs. • Support the implementation of organisational policies and procedures. <p>External and Internal Communications</p> <ul style="list-style-type: none"> • Liaise with team members across different departments, including Services, Fundraising & Communications, and Operations. • Coordinate with external contractors and service providers as needed.
<p>Eligibility criteria</p> <p>Qualifications and/or experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Proven experience in an administrative or support role. • Strong organisational skills and ability to manage multiple tasks efficiently. • Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other administrative tools. • Excellent written and verbal communication skills. • High attention to detail and ability to maintain confidentiality. <p>Desirable:</p> <ul style="list-style-type: none"> • Familiarity with health, safety, and risk management processes. • Experience supporting senior executives or leadership teams. • Knowledge of CRM or other data management systems. • Experience in using assistive AI technology
<p>Essential skills, competencies and/or knowledge</p>	<p>Flexibility and Adaptability</p> <ul style="list-style-type: none"> • Must be comfortable with flexibility regarding working hours and willing to travel between ARC locations to meet the operational needs of the organisation. • Comfortable managing shifting priorities in a dynamic environment.

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	<p>Confidentiality and Professionalism</p> <ul style="list-style-type: none">• Strict adherence to confidentiality.• Approaches work with integrity, discretion, and a commitment to excellence. <p>Proactive Problem Solver</p> <ul style="list-style-type: none">• Takes initiative to address issues and streamline processes. <p>Team Player</p> <ul style="list-style-type: none">• Works effectively with colleagues across the organisation. <p>Attention to Detail and Multitasking</p> <ul style="list-style-type: none">• Demonstrates excellent attention to detail and the ability to multi-task and balance multiple projects effectively. <p>Equality and Inclusivity</p> <ul style="list-style-type: none">• Applies equality principles, ensuring an environment where diversity is valued, and equal opportunities are provided.
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To apply, please submit your CV and cover letter to Amy Murray,
amymurray@arccancersupport.ie

Start date: ASAP