



## Vacancy - Administrative Assistant

Saint Patrick's Cathedral has been at the centre of our history and culture for over 800 years. Dating from the 13th Century and built in honour of Ireland's patron saint, Saint Patrick's is the national Cathedral of the Church of Ireland and is also one of Ireland's most popular tourist attractions. With over 500,000 visitors each year it is the third most visited admission-charging tourist attraction in Dublin city.

We now have a vacancy for an Administrative Assistant.

### PURPOSE OF ROLE

Reporting to the Office Manager, the Administrative Assistant is responsible for managing tour bookings and for providing day-to-day administrative support in the Cathedral general office.

The job-holder will be based at the Deanery Office, Saint Patrick's Close, Dublin 8 and the position is open on a full time and permanent basis (subject to a 6 month probation period).

### Main Responsibilities

1. Manage tour company bookings for visits to the Cathedral ensuring these are accurately recorded and tracked
2. Organise requests for guided tours, including co-ordinating with event organisers and managing on-line ticketing system, to ensure the provision of an efficient and effective service at all times
3. Ensure the timely and accurate updating of Cathedral events diary and database
4. Maintain an up-to-date database of tour companies and tour operators
5. Provide administrative support for office including: acting as first point of contact for Cathedral office visitors; ordering stationery and office supplies; managing incoming and outgoing post; printing of Cathedral service sheets; file management and diary management.
6. As required, act as minute taker for Cathedral Committees
7. Provide support to the accounts team with tour invoice processing and query handling
8. On occasion, as directed by *Marketing & Events Officer*, assist in the preparation and running of Cathedral events
9. Continuously look for opportunities for process improvements
10. Other ad-hoc duties as directed by Office Manager and Cathedral Management.

### Candidate Requirements

- Min of 2 years' relevant office experience
- Highly attentive to detail
- Strong organisational skills
- Self-motivated & Adaptable
- Team player with the ability to work effectively independently
- Very strong interpersonal skills with ability to build relationships with all stakeholders
- Excellent oral and written communication skills
- Proficient in MS office packages, in particular, Word, Excel & Outlook.



To apply, please send your CV with covering letter to [humanresources@stpatrickscathedral.ie](mailto:humanresources@stpatrickscathedral.ie) before close of business on **Monday 24<sup>th</sup> October 2017**.