

Vacancy – Office Manager

One Year, Part-time Fixed Term Contract

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 600,000 visitors each year, it is the third most visited admission-charging tourist attraction in Dublin city.

We now have a vacancy for an Office Manager to work on a three-day week basis.

PURPOSE OF ROLE

Reporting to the Cathedral Administrator, the purpose of the role is to ensure the smooth running of the Cathedral's general office.

Main Responsibilities

- Oversee the administration of the office, ensuring that office systems and administration processes and procedures are efficient and effective
- Manage relationship with 3rd party IT provider, ensuring that the service provided is appropriate
- Act as Cathedral data compliance manager, ensuring practices and procedures are consistent with data protection law
- Work with Cathedral Administrator on regulatory matters, as required
- As required, act as minute taker for various standing committees
- Manage contract and price negotiations with service providers
- Continuously look for opportunities for process improvements
- Other ad-hoc duties as directed by the Cathedral Administrator

Candidate Requirements

- Min of 3 years' relevant office and people management experience
- Strong organisational skills
- Working knowledge of Sage
- 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@stpatickscathedral.ie before close of business on **Friday 29 June 2018**.

[Privacy notice for job applicants](#)