



**Administrative Assistant
Part-Time
Internal Applicants Only**

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 Cathedral Manager, the Administrative Assistant is responsible for providing day-to-day administrative support to assist in the smooth running of the Cathedral.

The job-holder will be based at the Cathedral and the position is a part-time, 6 month contract (14 hours per week).

Main Responsibilities

1. Coordinating rosters for Cathedral Staff
2. Diary Management
3. General administrative support including: managing incoming and outgoing post; file management and email management
4. Act as minute taker for meetings.
5. Continuously look for opportunities for process improvements
6. Other ad-hoc duties as directed by Cathedral Management.

Candidate Requirements

- 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
- Previous office experience
- 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 **25th February 2020**.

