

Role: Personal Assistant / Administrator
Area: People & Safety
Sub-Area: HR Management
Location: Dublin
Duration: Permanent
Salary: Competitive
Ref: 319PS22



Irish Water is Ireland's national regulated water utility and is responsible for providing water and wastewater services throughout Ireland. Our mission is to ensure all of our customers receive a clean, safe and reliable supply of drinking water and have their wastewater collected and safely returned to the environment. We will protect the health and well-being of the people of Ireland, protect the environment in all our activities and support Ireland's social and economic growth through appropriate investment in water services.

The Role:

A Personal Assistant / Administrator is required to support senior management and their teams in day-to-day activities.

The Personal Assistant / Administrator will provide support to their areas by conducting general administration duties and supporting current projects as required. They will support and work closely with Senior Management and will report to the Administration Manager, to ensure all administrative activities are conducted in a cohesive manner and that development can be formally managed.

Main Duties and Responsibilities:

- Provide high quality transactional and administrative assistance to Irish Water Management to ensure business satisfaction with services and support provided by the role holder
- Support respective teams in logistics management and in the coordination of regular events and initiatives e.g. management meetings
- Compose and distribute routine written correspondence from Heads of Function to various Irish Water divisions
- Organise and maintain electronic and paper files for the team in accordance with Irish Water's data policy
- Document team actions by completing forms, reports, logs and records as required
- Coordinate and administrate internal as well as external meetings
- Support reporting and Key Performance Indicator monitoring activities for areas as required
- Manage Time and Attendance for the team and manage the Visa Card balancing for the department
- Manage calendars for respective Heads of Function and maintain team calendars
- Escalate risks and issues to respective Heads of Function as appropriate
- Other duties as required from time to time

Knowledge, Skills and Experience:

- Minimum of 3 years' experience providing PA or EA support to senior level Managers
- Relevant administrative qualification is desirable
- Candidates must be proficient in the full Microsoft Office Suite, including Word, Outlook, PowerPoint and Excel

- Oracle experience an advantage
- Proven ability to
 - Create and develop good working relationships within and across teams to facilitate the accomplishment of work goals, coupled with the ability to gain commitment from others
 - Set own high standards of performance and deliver desired results
 - Learn new tasks quickly, remember information and gather data for effective decision making
- High energy and the ability to manage multiple initiatives simultaneously
- Operating in a utility company or in a regulated industry would be an advantage
- PA or EA experience within a Public Sector body or Local Authority an advantage
- Experience of working with confidential information and an ability to manage commercially sensitive communications
- Excellent interpersonal and customer-facing skills
- Good verbal and written communication skills
- Ability to receive and act on feedback given

Applications, including current Curriculum Vitae, should be emailed to the following address stating the job title and reference number in the subject line of your email: careers@water.ie.

The closing date for receipt of applications for this vacancy is **7th of October 2022**. Please note that applications submitted after this closing date will not be accepted.

Irish Water is an equal opportunities employer.

*We are committed to providing a diverse and inclusive place of work and have a robust strategy and framework called **ibelong** to enable this. We are an equal opportunity employer and through our recruitment process we welcome and encourage applications from interested and suitably qualified individuals regardless of gender, age, racial or ethnic origin, membership of the traveller community, religion or beliefs, family or civil status, sexual orientation/gender identity or disability*