

Duty Manager - Dublin (<https://www.activelink.ie/node/106843>)

Duty Manager Dublin

Requirements:

1. Candidates must have managerial experience in one of the following sectors:
 - Social Care
 - Community Development
 - Hospitality
 - Other similar or comparable industry
2. Candidates must have a proven track record while continuously holding a managerial role in the same organisation for a period of no less than 1 year.

Overview of Role:

The duty manager will be responsible for the following tasks:

1. Staff supervision
2. Client relations
3. Property maintenance and upkeep
4. Audits
5. Managing third party contractors
6. Risk Assessment
7. Compliance
8. Customer satisfaction

Person specification:

The ideal candidate should possess the following skills:

1. Leadership skills
2. Communication skills
3. Problem-solving skills
4. Proficiency in IT
5. Desirable - A third level qualification in one of the following disciplines
 - Social Care
 - Hospitality
 - Community Development

The above job description is not intended to be a comprehensive list of responsibilities and consequently the successful candidate may be required to perform other duties which may change from time to time in line with the changing needs and objectives of the company and as are appropriate to the post and its development. Accordingly, it is to be noted that this job description is subject to change, in order to align with the changing needs and objectives of the company.

The role will operate on a four day on three day off or three day on and four day off roster with each shift being twelve hours each. The job will entail week rotations.

Salary: Duty Manager – €40k plus but negotiable based on experience and ability

Please email your CV and letter of application outlining your relevant experience to hr@allpro.ie (mailto:hr@allpro.ie) with the subject Duty Manager Dublin

Region
Dublin

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