

WALK: Senior Executive Administrator **(<https://www.activelink.ie/node/107870>)**



WALK is a section 39 community-based provider of supports for people with intellectual disability. WALK continues on a challenging and exciting phase of development guided by our most recent strategic and operational plans. We are offering an exciting opportunity for someone to support the work of the CEO and gain invaluable experience at this level.

The Opportunity:

- Reporting to the CEO, the senior executive administrator will be primarily responsible for providing strategic administrative support to the CEO/Deputy CEO.
- The main responsibilities of the senior executive administrator will include optimal coordination and communication across the executive team as well as with internal and external stakeholders such as families, funders, key stakeholders, partners and WALK board members.
- The senior executive administrator will also manage the CEO & Deputy CEO's office, calendar, travel arrangements, correspondence, and special projects.

Requirements for the post include:

- Degree in an appropriate field (business administration, non-profit management, etc.) highly preferred
- A minimum of three years' experience in senior administrative support. Specialty training and credentials or advanced degree may be substituted.
- Excellent organisational, communication, and interpersonal skills, with the ability to handle confidential and sensitive information with discretion.
- Expert level proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook, with the ability to learn other software applications quickly.
- Excellent computer skills including word processing, spreadsheets, presentations, graphics, and use of communication applications (Skype, Zoom, etc.)
- Demonstrate excellent relationship building and maintenance skills with internal and external stakeholders, other disability agencies, and sources of funding.
- Excellent verbal and written communication skills, with attention to detail and accuracy.
- Knowledge of and commitment to the mission and values of WALK.

Full Job description attached.

Salary scale is linked to Grade VII clerical on the HSE 2021 consolidated pay scale.

Interested applicants should send a letter of application and current CV to recruitment@walk.ie (<mailto:recruitment@walk.ie>) to arrive by 5pm on 17/05/2024.

Interviews will take place the week of the 20/05/2024.

All informal inquiries to CEO Joe Mason, joe@walk.ie (<mailto:joe@walk.ie>)

WALK, 1 Long Mile Road, Walkinstown, Dublin 12, D12FT73. Tel.01-4650388 (tel:014650388)

Reg. Charities No. 20028008; CHY No – 10777; Companies Reg. No. 322400

Region

Dublin

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25th Apr, 2024

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17th May, 2024

Attachment**Size**

Senior Executive

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Administrator.docx

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