

## **Louth Local Development: Office Administrator / Receptionist** **(<https://www.activelink.ie/node/115976>)**



**The Board of Louth Local Development invites applications from suitably qualified persons for the following post.**

### **Office Administrator / Receptionist**

#### **Our Vision**

A place which empowers individuals, families, and communities to participate in a county which is inclusive, diverse and sustainable

#### **Our Mission**

We empower and facilitate development and social change, through the delivery of a set of integrated supports which address the causes and consequences of social and economic disadvantage, and poverty.

#### **Our Values**

Our values represent the important principles and beliefs which underpin our work with the individuals, families, and communities that we serve. We foster a culture where these values are embedded across all our programmes and staff teams within Louth Local Development.

**Title** Office Administrator / Receptionist

**Status** Contract of indefinite duration

**Reporting to** Human Resource Manager

**Salary** €28,181 - €31,740

**Note** Full-time post 9am – 5pm – not open to Job Share

#### **The Role:**

This is an integrated role reporting to the Human Resource Manager with responsibilities for the day-to-day operational efficiency of Louth Local Development (LLD) offices in Drogheda and administrative and reception duties across all programmes delivered by LLD

#### **The Person:**

The person shall have knowledge of working within an office environment and office facilities and operations. They will require good written and verbal communication, ICT skills, ability to work closely with their peers and the Senior Management Team, engage effectively with clients and stakeholders and be solution focused.

#### **Responsibilities:**

You will be required to plan, direct, control and organise the office functions. The role will be based at reception, working as part of a small team supporting the clerical and LLD office operation.

## Principle Duties

- Meeting and greeting visitors and clients to the organisation
- Clerical support in client appointments and scheduling of meeting rooms
- Generation of appointment letters
- Typing of general correspondence including CV's and letters of application
- Monitoring the safety and cleanliness of the building
- Setting up of the meeting, training and conference rooms
- Overseeing and operating the booking room software for meeting, conference and training rooms
- Office replenishments and supplies
- Overseeing contracts and service providers and where applicable apply the terms of SLA's (service level agreements)
- Reporting, recording and scheduling repairs and maintenance of office equipment
- Sourcing craft trades for repairs and maintenance for the building
- Point of contact for staff around office equipment queries and supplies
- Plan and forecasting the facility's upcoming needs and requirements.
- Ensuring facilities meet with LLD standards
- Business continuity planning
- Centralised point of contact for the office
- Support the onboarding process and orientation of new employees
- Coordinate team, training and company days
- Be an ambassador of culture for the organisation

## Qualifications/Knowledge and Expertise

### Qualifications

- The candidate must have attained a relevant (QQI Level 6) in similar industries or services
- Experience and Knowledge Have a minimum of 2 years' experience working in a busy office.
- The candidate must be able to demonstrate knowledge of office operations

### Skills Essential

- Demonstrate excellent organisational and problem-solving skills
- Demonstrate working knowledge in MS Word, Excel, PowerPoint, and Outlook, MS Teams.
- SharePoint or cloud-based Intranet knowledge desirable
- Ability to prioritise work and be flexible in responding to differing priorities
- Have knowledge and experience of event planning and organisation
- Excellent communication, planning and strong organisational skills

### Professional Attributes Essential

- Knowledge of the service, supports and programs available to the local community through LLD
- Ability to work collaboratively
- Ability to work on own initiative and be flexible in prioritising work undertaken

## Terms:

This post is offered on a weekly 35-hour basis. Continuance is subject to funding.

**Location** of the post will be based in Drogheda; the person can be deployed to our other offices in Dundalk and Navan as operationally required

**Annual Leave** – 21 days

**Pension** after 6 months

## Application Process

Applications must be made by submitting a suitably up to date C.V. with cover letter expressing your interest for the position to: [sonya.hyland@lldc.ie](mailto:sonya.hyland@lldc.ie) (<mailto:sonya.hyland@lldc.ie>)

**Closing date for receipt of applications is 12pm on Wednesday 18th June 2025**

No late applications will be accepted. Interviews will be held in person on Monday 23rd June in our Drogheda offices. You will be advised of the outcome of your application by email. Please note this post is subject to Funding

*Louth Local Development CLG is an equal opportunities employer*

**Region**

Co Louth / Co Meath

**Date Entered/Updated**

3rd Jun, 2025

**Expiry Date**

18th Jun, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/community/115976-louth-local-development-office-administrator-receptionist>