

## **Peter McVerry Trust: Asset & Facilities Administrator** **(<https://www.activelink.ie/node/116198>)**



**Hours:** Full time

**Reporting to:** Manager

**Location:** based in Dublin or Drogheda

**Salary:** €32030

### **Role overview**

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness and the harm caused by substance misuse and social disadvantage.

The Asset & Facilities Administrator role is a key position providing a range of administrative support to the Asset & Facilities Team in the delivering of effective asset management of Peter McVerry Trust (PMVT) assets. You will carry out a range of duties which will include but not limited to; general office administration support to the Assets & Facilities Team, data entry & data management, running reports, liaising with colleagues and contractors and invoice management.

As a member of the Asset and Facilities Team, the Asset & Facilities Administrator will assist the team to ensure all asset and facilities management services are delivered to a high standard across all our homes and services, as well as ensuring high quality and efficient maintenance services to our participants. Key to this role will be collaborating with other colleagues across department and organisation applying "one team approach" at all times.

### **Responsibilities**

The role will include but not limited to, the following key responsibilities;

- Assist the Asset & Facilities team with a range of general administrative tasks including but not limited to data entry & data management, running reports, liaising with customers both internal and external and contractors and invoice management.
- Processing of data entry, carrying out routine and ad hoc data analysis from our stock data records and our repairs records held on our Housing Management System (Salesforce).
- Processing of contractors invoicing and data entry into Salesforce.
- Assist with the compilation of information for the Annual Returns, Management Team, Committee and Board reports. These include but not limited to compliance certs & reports uploaded to the Salesforce and document filing system.
- Drafting communications to respond to enquiries by phone, post, email or in person.
- Assist the Facilities Officer with the management of facilities in all PMVT owned and managed stock, to include the upkeep of service records, liaising with service contractors, suppliers and data entry of service records into Salesforce.
- Work with the housing Services staff to manage repairs and other participant issues.
- Assist the Repairs Officer in collaboration with corporate partnerships and volunteering with maintenance and fireouts
- Ensuring the quality, efficiency and effectiveness of service delivery to PMVT participants.
- Maintain accurate maintenance reporting into Salesforce.
- Contribute to the development of corporate policies, procedures and strategies
- To exercise discretion in all aspects of the role.
- Any other agreed duties which are consistent with the role.

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time.

# Experience Required

## Qualifications, Skills and Experience required;

- Third level degree or sufficient evidence of qualifications relevant to the role
- Minimum 2 years experience in a busy office environment
- Work prioritization, diary management skills and ability to take ownership of duties
- Experience of a customer focused environment with frequent customer contact
- Commitment to the ethos and values of PMVT
- High Level of proficiency in Word, Excel and Outlook
- A working knowledge of housing/facilities management
- Experience of working in the housing/community/not-for-profit sector
- Knowledge of Housing Management software an advantage

## Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

## How to apply:

To apply please download the application form or visit [pmvtrust.ie/careers:Application Form \(https://pmvtrust.ie/wp-content/uploads/2024/01/PMVT-Application-Form.docx\)](https://pmvtrust.ie/careers/Application%20Form)

Completed application forms should be sent to [recruitment@pmvtrust.ie](mailto:recruitment@pmvtrust.ie) (mailto:recruitment@pmvtrust.ie) along with your CV and Cover Letter.

**Closing date:** 13th July 2025

Peter McVerry Trust is an Equal Opportunity Employer.  
Registration Number 412953 | Charity Number CHY7256

### Region

Dublin or Drogheda, Co Louth

### Date Entered/Updated

13th Jun, 2025

### Expiry Date

13th Jul, 2025

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