

Junior Office Administrator

The Irish Association of Social Workers is recruiting a Junior Office Administrator to join the staff team in their offices in Dublin. This is a junior position suitable for a person wishing to build administrative skills in a general office environment.

What you will be doing:

As Junior Office Administrator you will be part of a small, busy team (5 staff members) and will be working closely and reporting to the COO. You will also be working alongside the Office Manager, CPD Coordinator and Office Administrator to provide support to our Board of Directors, Special Interest Groups, and wider membership.

Administrative and Front of House Tasks Include:

- Reporting to the Chief Operations Officer (COO) to provide administrative support to the COO, Board of Directors, Board Committees and Special Interest Groups (SIG's).
- Assisting with the associations diary management system including setting up zoom meetings and circulating the link to appropriate groups,
- IT Support for zoom meetings when a member calls for support
- Managing the "chat" in zoom meetings as required
- Liaising with venues ahead of in person events (dietary requirements, room allocation, equipment required in meeting/ function room)
- Provide administrative support to members of team, including COO, Office Manager and Professional Development Coordinator
- Perform general office duties such as maintaining files, photocopying and general administration.
- Involvement in on-going team projects incl. maintaining in-house database, preparing large mailings to members, etc.
- Provide general information regarding IASW services to our members, members of the public, etc.
- Sending out feedback evaluation forms and following up to have them returned and compiled into usable information
- Assisting with member correspondence; handling information requests, preparing correspondence, and updating the in-house data base.
- Assisting with collating and printing documents in preparation for meetings/events on and off site.
- Front of House/Reception duties including re-directing calls to the appropriate team member, taking messages, recording contacts
- Working with the IASW team on ad hoc projects and other duties as they arise.

- Any other duties appropriate to the role as designated by the COO, Office Manager or Chairman of the Board of Directors.
- Attendance at CPD events and conferences (flexible working arrangements will be needed and the ability to travel as required to attend, these are planned well in advance)

Person Specification:

Essential:

- Strong organisational and execution skills
- Structured approach to undertaking work and reporting
- Excellent computer skills within Microsoft Office, including Word, Excel, PowerPoint, website updating and Outlook
- Ability to handle a busy workload and prioritise work with a high level of attention to detail.
- Excellent communication skills both written and verbal.
- Highly proactive, able to work autonomously, make decisions and use your own initiative.
- Able to represent the IASW in a personable and friendly manner, upbeat and positive with high energy.
- Ability to work with sensitive & confidential information.
- Willing to undertake any training offered.
- **Must have minimum 2nd level education (Leaving Certificate)**
- **Must have minimum administration experience (ability to use Microsoft office, word, outlook, excel, powerpoint and basic IT abilities).**

Your development:

Education and personal development are important to the IASW. We are committed to providing comprehensive business and technical training. This includes in-house training sessions and the opportunity to participate in external training.

Remuneration:

Our remuneration packages are designed to attract and retain the best people as part of our team. We offer salary levels which are commensurate to candidates' level of experience, competencies, and role in the association.

**Hours of Work:**

Monday to Friday (Part Time)

Flexible working hours may be available depending on office needs.

20 hours per week

22 days (pro rata), plus days St Andrews is closed (approx. 4 days p/year)

Long Services days applied after 5, 10, 15 years

Auto-enrollment Pension Scheme

Salary:

Annual salary is €30,810 per annum this will be paid pro rata at 20 hours per week

Application:

Please apply sending a CV and cover letter to administrator@iasw.ie with "Junior Admin post" in the subject line

Closing Date: 10am Monday 18 August 2025. Interviews to take place on Tuesday 9 September 2025.

Location

Based in the IASW Office in St. Andrews Resource Centre.

We are located only 5 minutes walking distance from Pearse Street Train Station. IASW, St. Andrews Resource Centre, 114-116 Pearse Street, Dublin 2 www.iasw.ie