

<b>Job Title:</b>	Executive Assistant
<b>Location:</b>	Ringwood Office Damastown Close Dublin 15
<b>Reports to:</b>	Chief Executive Officer
<b>Hours:</b>	35 hours per week Some out of hours work may be required.
<b>Job Type:</b>	Permanent
<b>Salary:</b>	30,000
<b>Purpose:</b>	To provide professional administrative and project management support to the Chief Executive and Senior Management Team.
<b>Contact Email:</b>	<a href="mailto:Justinah.bello@coolminetc.ie">Justinah.bello@coolminetc.ie</a>
<b>Application Ref.</b>	DU- EA0621

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We now have a vacancy for an Executive Assistant. The successful candidate will report to the Chief Executive and will provide highly professional and wide-ranging PA support to the CEO and provide day to day operational /administrative support to the senior management team. This position is often privy to confidential information and as such, requires diplomacy and discretion.

**Role Responsibilities: (Include, but not limited to)**

- Provision of administrative and secretarial assistance to the CEO and Head of Services including typing of documents, preparing presentations, managing projects using MS Office and other desktop applications, the internet and email systems.
- First point of contact for the CEO, proactively and promptly managing the Chief Executive diary, to prioritise meeting request, invitations, events and travel arrangements.
- Co-ordinate administrative arrangements and planning for internal and external meetings.
- Organise and schedule meetings with external stakeholders. On occasions attend meetings to record outcomes and follow-up actions.
- Manage the Chief Executive's email inbox via a 'flagging system' to ensure all important communications are flagged and receive a response. Refer correspondence and calls to other appropriate individuals if matters can be responded elsewhere.
- Disseminate information to Senior Management Team and maintain a system to ensure follow up and completion of actions.

- Manage the CEO's social media (Twitter & LinkedIn) by liaising with the internal communications department to highlight significant days in the calendar, organisation wide projects and webinars/conferences and building an online presence representing the organisations mission and values at all times.
- Organise and keep track of all projects and files handled by the CEO. Create and maintain databases and tracking systems.
- Develop and maintain the CEO's paper filing and online Microsoft Teams Board and Executive folders. Make sure documentation is uploaded and up to date weekly.
- Schedule and prepare Board sub-committee meetings and Senior Management Team Meetings. (This includes preparation of the logistics for the meeting, attendance, taking minutes, distribute materials for scheduled meetings and liaise with the Company Secretary as appropriate).
- Annually review the Board Induction documentation and filing system in liaison with our company secretary.
- Being responsible for processing expenses, credit card returns and raising purchase orders and other finance related duties as directed by the CEO.
- Ensure all emails sent to the CEO are followed up and updated / maintain files, ensure transparency.
- Maintenance of appropriate records and files as required by the CEO or the other senior management members.
- Prepare agenda's, files and relevant paperwork for meetings, business trips and for other purposes, as required by the CEO and other senior management members.
- Organising travel and accommodation arrangements for CEO, Senior Management Team, and other colleagues where necessary.
- Provide administrative support to the Board of Directors where needed.
- Attend to additional administrative and secretarial duties as requested by the CEO or the Senior Management Team from time to time

### **Person Specification**

#### **Experience/Knowledge**

- Must have 2-3 years' experience in an EA/PA role previously
- Confident and proactive communicator (both verbally and in writing) and highly computer literate.

- Proficient in Microsoft suites (Word, Excel, Powerpoint, Teams and Zoom) and other computer applications.
- Strong customer service skills, willingness to go above and beyond
- Trustworthy
- Adaptable, Flexible and Open to Change.

### **Competences Required**

- Strong interpersonal skills
- Ability to manage sensitive and confidential situations with tact, professionalism and diplomacy.
- Skills to help and deliver quality service
- Excellent organisational and planning skills.
- Ability to support the management of change and be responsive to evolving organisational change.
- Professionalism and discretion in handling highly sensitive business communications, data and other information with confidentiality.
- A self-starter, capable of acting on own initiative and proactively managing competing demands and pressures and able to multi-task effectively.
- Must be able to work collaboratively, with a range of colleagues in the wider organisation, as well as with external stakeholders.
- Sound experience of establishing positive and productive relationships at senior level within organisations and having the tact and diplomacy to ensure these are maintained effectively.
- Have experience in social media and modern communication technology
- Demonstrate a high level of accuracy, efficiency, and attention to detail
- Demonstrate experience of researching, collating, and writing briefing materials and management information reports.
- Flexibility and willingness to undertake varied responsibilities
- Demonstrable level of numeracy and ability to analyse statistical and financial data
- Well placed sense of judgement and political skills, able to exercise absolute discretion and confidentiality.
- Evidence of an ability to 'think outside the box' and generate and implement creative solutions.
- Ability to work flexibility, occasionally having to work early or late

### **Application Process:**

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Justinah Bello at [justinah.bello@coolminetc.ie](mailto:justinah.bello@coolminetc.ie). Please quote this application reference **DU – EA0621.**

The closing date for applications is **5pm on Friday 18<sup>th</sup> June, 2021.**

**Coolmine Therapeutic Community is an equal opportunities employer.**