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| Job Title: | Executive Assistant |
| Location: | Hybrid working arrangement |
| Reports to: | Chief Executive and Head of Services |
| Job Type: | Full-Time |
| Salary: | Competitive – based on experience |
| Hours: | 35 hours weekly |
| Purpose: | To embrace the vision, mission and values of Coolmine and to provide executive support to the Chief Executive and Head of Services. |
| Contact person: | karl.mooney@coolminetc.ie |
| Application Ref: | HR/DUB/ADS/EA/0822 |

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.

The Executive Assistant is a key member of staff reporting directly to the Chief Executive. The role provides executive support to the Chief Executive and Head of Services. In addition, this person provides administrative support to the organisation’s Senior Management Team. This team provides strategic leadership and management oversight to safeguard quality service delivery to our clients and their families.

The Executive Assistant provides strategic support and assistance in the following ways:

- CEO planning and management
- Board servicing and servicing of the five Board Sub-Committees
- Senior Management Team (SMT) planning, scheduling, project planning
- Communications

Role Responsibilities:

- Provide administrative support to the CEO
- Scheduling of all Senior Management Team meetings and Away Days
- Provide administrative support to all Quarterly Board Meetings and Committees

Essential Criteria:

- Candidates for the position of Executive Assistant must have at least 5 years’ experience supporting leaders at C-Suite and Executive Management level

Core Competencies:

- A team player with strong interpersonal skills
- Strong attention to detail
- Effective organisation and time management skills
- Can act on own initiative with the ability to manage competing priorities
- Demonstrated resilience capable of operating in a busy work environment
- Experience working with social media platforms is highly desirable

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Karl Mooney, HR Coordinator at karl.mooney@coolminetc.ie

Please quote this application reference **HR/DUB/ADS/EA/0822**

The closing date for applications is **5pm Friday 19th August 2022.**

Coolmine Therapeutic Community is an equal opportunities employer.