



Administrative Assistant

This role is an excellent opportunity for a candidate who is passionate about communications and who is keen to play a pivotal role with the CEO in delivering communications internally and externally on behalf of Kingsriver including supporting the development of website and digital platforms.

This is an exciting and varied role for a post holder who has strong administrative experience from a healthcare environment. He/ she will have strong communication, digital and organisation skills as well as the ability to collaborate with a wide variety of stakeholders.

Essential Criteria:

- Minimum qualification: successful completion of leaving certificate (or equivalent).
- Minimum 2 years' relevant experience in a busy administrative role.
- Have excellent knowledge and experience with the full Microsoft Office suite.
- Experience of note taking.

Desirable Criteria:

- Relevant Further Education or 3rd level qualification.
- Experience in an administrative role in a health and/or social care setting.

Overview Role

The primary role of the Administrator is to support Management in the management function and meeting regulatory requirements.

This is provided through

- clerical and administrative support
- creating and maintaining systems
- liaising with management, staff, residents, families and representatives
- coordinating and executing specific projects and tasks
- problem solving
- maintain discretion and confidentiality

The role requires:

- an ability to work independently and as part of a team
- an ability to be self-motivated and work on own initiative
- an ability to multi-task
- an ability to facilitate and support the work of team members
- an ability to achieve results through collaborative working
- a high degree of flexibility, adaptability and openness to working effectively in a changing environment
- a strong customer service ethos, taking pride in the quality of service
- well-developed personal and interpersonal skills

- excellent computer skills, including Word, Excel and PowerPoint
- good written and oral communication skills
- good organisational and presentation skills
- good office administration skills
- clear understanding of confidentiality in all matters of information obtained during the course of employment
- apply safe working practices and comply with all policies, protocols, health and safety measures;
- requires Garda Clearance through the Garda Vetting process.