

Department: Organisational Capability & People
Position: Office Administrator
Location: Dublin - City Centre

About Asavie

Asavie is an Equal Opportunity Employer that offers a competitive salary, benefits & the professional advantages of an environment that supports your development & recognizes your achievements.

As part of our continued growth, we are looking for talented individuals with an entrepreneurial spirit, who have the drive and passion to succeed and want to be part of an exciting, young company going places.

Due to our continuing expansion, we wish to recruit an Office Manager to join our G&A team, to be based in our offices in Dublin, Ireland.

Roles and Responsibilities

- Office management, including management of all of the building services and suppliers
- Reception duties
- Co-ordinate travel and meeting arrangements
- Liaising with other departments such as, Accounts, HR, IT etc. and acting as a point of contact for the group both internally and externally
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement
- General Ad- Hoc Duties as required to keep the office running smoothly
- Assisting in the office move we're currently undergoing
- Capacity to take on work from other departments such as finance, HR & strategic analyst
- Order office and canteen supplies on a cost-effective basis
- Ensuring the office and meeting rooms are maintained to a high standard throughout the day
- Facilities management
- Arranging delivery of letters/parcels both locally and internationally

Skills Required:

- Strong customer service ethos
- Minimum of 2 years of relevant experience in customer service/reception/admin
- Exceptional written and verbal communication skills
- Experience with MS Office
- Excellent attention to detail
- Professional presentation
- Highly enthusiastic and able to work on their own initiative as well as part of a team
- Flexible, can-do attitude and a friendly manner
- Strong organisational, prioritisation and time-management skills

How to Apply

If you think you have what it takes to really make a contribution in our company, then email your CV and cover letter to careers@asavie.com. We offer higher than average compensation reflecting the calibre of person required.