

Administrative Assistant

Please note that the closing date for applications is 5pm on Wednesday 25th April 2018.

The Embassy of Ireland, Ottawa is currently recruiting for the post of Administrative Assistant, commencing at the beginning of May. The position is for one year with a probationary period of three months, and with a potential renewal for a second year. This post carries no entitlement to civil servant status.

Salary per year: \$43,515 CA

Interested persons are required to send a letter of application, together with the completed application form and at least two work references, to Michael[dot]Hurley[at]dfa[dot]ie by 5pm on Wednesday 25th April 2018. Please identify your email clearly in the subject heading with "Application for the post of Administrative Assistant".

By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post, to arrive by the above deadline, to:

Embassy of Ireland

Suite 1105, (11th Floor)

130 Albert St

Ottawa,

Ontario, K1P 5G4

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.

Summary of duties:

As a member of a small team, the Administrative Assistant will be responsible for a range of tasks, including:

Processing incoming passport applications

Providing emergency assistance to Irish citizens in Canada who require passport services

Timely dispatch of passports to customers

Ensuring provisions of high quality customer service to applicants, in liaison with colleagues at the Embassy and Headquarters in Ireland

Front of office duties to include dealing with calls by telephone and email queries

Carrying out research and other projects as dictated by the needs of the mission

Other duties may include:

Assisting in the planning and organization of Embassy events and initiatives, for example, bilateral cultural initiatives and promotional events.

Welcoming visitors to the office, as required.

Provision of information on Ireland.

Provision of Irish consular services and emergency assistance to Irish citizens (training will be provided – may require some evening and weekend work).

Other tasks from time to time as assigned by Head of Mission or other Diplomatic officers at the Mission.

Qualifications required:

Fluent English, oral and written

Proficiency in computer software packages (Word, Excel, internet, databases)

A third level qualification would be desirable but not a requirement

A knowledge of the French language would be an asset but not a requirement

The Administrative Assistant is a wide-ranging and often fast-paced post that requires core skills including organisational and project management, attention to detail, and a strong customer service ethic.

Key competencies include:

Aptitude and ability to work collaboratively and flexibly in a small team

Organisational skills; ability to prioritise

Ability to work independently and to deadlines, with limited supervision

Efficient and results-orientated approach

Attention to detail

Ability to take direction and advice and act on it

Conditions of employment:

Required security clearances

Anybody employed at the Embassy of Ireland in Ottawa is required to be legally resident and have permission to work in Canada and must provide evidence of same