

The Consulate General of Ireland is seeking applications for the position of Assistant Office Manager. This is an initial 12 month contract in a busy office that has significant public-facing activity.

Job description

The successful candidate will work as a member of the support team in the Consulate General of Ireland to ensure the smooth operation of the Consulate office and representational space, including but not limited to the following:

- Administrative tasks, including managing incoming and outgoing mail, including diplomatic mail;
- Preparation, set up and break down for events hosted by Consulate, including moving of furniture and equipment, cleaning of floors, and tidying of Consulate space;
- Working with management on premises maintenance and upkeep;
- Maintaining and recording Consulate stocks and supplies;
- Ordering Consulate stocks and supplies in line with office guidelines;
- Dealing with maintenance providers and service suppliers, including for telephone and ICT services and office equipment;
- Working with management on upkeep of ICT infrastructure;
- Messenger and delivery duties, including driving responsibilities where required;
- Any other tasks requested by Consul General and management team when needed.

Requirements

The successful candidate will have excellent interpersonal, organizational and time management skills. You will be expected to deliver a quality service at a fast pace, have attention to detail, and be able to motivate to work on your own initiative. A proven track record in customer service skills with experience of working in a team environment is essential. Candidates will be expected to be able to carry out the physical demands of the job, including pushing, pulling, moving of furniture and files boxes, and lifting.

This position requires a candidate who is flexible in working hours and willing to work early mornings or late evenings where required. Candidates will have a minimum of three years working experience and a track record of delivery in a similar office environment. Candidates must have a minimum of a Bachelor's Degree; in the absence of a Bachelor's Degree, appropriate working experience is required. Competence in the use of the Microsoft Office suite is a prerequisite. A record in use of specialist software is an advantage.

The successful candidate will be able to demonstrate a high level of commitment to the mission, goals and values of the Consulate General of Ireland, an office of the Department of Foreign Affairs and Trade. Ability to show commitment to and willingness to gain knowledge of Ireland will be an advantage.

To apply:

Please send your resumé with a detailed cover letter explaining your motivation for applying, how you meet the requirements and your desire to work for the Consulate General of Ireland.

Applications should be sent marked "assistant office manager application" by email to maire.nichriostail@dfa.ie by 5pm on 17 April 2019. Late applications will not be accepted.

A shortlist of applicants will be called to interview. You must be a legal resident of the United States of America, have the right to work in the USA, and hold a valid driving permit to apply.

Only candidates being called to interview will receive a follow-up communication. Interview will be competence-based and candidates will be required to outline specific examples in support of their skills and experiences.

References must be made available on request and referees must be willing to verify by phone. A background check will be carried out before employment is confirmed. Candidates will have to be able to provide evidence of academic qualification and/or relevant work experience at time of hire.

Canvassing will disqualify. Applications will not be discussed with third parties.

Data Protection

By submitting information electronically, parties accept that data may not be fully secure. 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.

Background about the Organisation

The Consulate General of Ireland in New York promotes and protects Irish interests through its work with the Irish community in the region, promoting Irish economic interest, supporting the strong partnership between Ireland and the US, and providing a range of key consular services.

The Consulate General is one of a network of Irish representative offices across the US and Canada.