



Role: PA/Administrator
Area: Group Centre
Sub-Area: Corporate Management
Location: Dublin

Duration: Permanent **Salary:** Competitive **Ref:** 043G18

Ervia is Ireland first multi-utility company responsible for strategic national water and gas infrastructure and services. We are continuing to grow into a high-performance organization based both centrally in Dublin and Cork, with a total of 22 offices nationally.

Applications are now invited from suitably qualified candidates for the position of Group Centre Administrator/PA. The Office comprises primarily of the Group Chief Executive Office, the Chief Operating Officer, Director of Commercial & Regulation and Chief Legal Officer based in Dublin.

The Role:

Reporting to the Executive Assistant to the Group Chief Executive Officer, the Administrator will provide general administrative duties and support projects as required for the CEO Office, Chief Operating Officer, Director of Commercial & Regulation and Chief Legal Officer and their direct reports as and when required. In addition the Administrator will also provide contingency cover for Executive Assistant whilst at meetings or an Annual Leave etc. A key requirement of the position is excellent organisational skills and the ability to prioritise according to importance and urgency, while working to tight deadlines.

Duties and Responsibilities:

- Manage the day to day administrative requirements as directed by the Executive Assistant including;
 - booking and arranging meeting rooms
 - organising catering for internal and external meetings
 - travel and accommodation arrangements
 - expenses claims
 - raising and processing of Purchase Orders
 - liaising with suppliers on invoices
 - Other logistics as required by the Executives and their direct reports.
- Supporting the Executive Assistant in the planning of all offsite Board/Executive Management Meetings which can include hotel room bookings, agenda preparation, presentation preparation and any other logistics associated with running the event.
- Supporting the Executive Assistant in setting up and managing the Ervia Executive Management SharePoint site and developing and maintaining other office systems, including data management and filing
- Producing documents, briefing papers, reports and presentations
- Liaison with internal and external clients where relevant on external meetings to make arrangements, make room bookings, co-ordinate diaries and liaise with PA's across the group, where necessary.
- Prioritising all communications - Screening phone calls and email enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors and guests of the executive team

- Deal discreetly with all tasks and activities in a professional and confidential manner
- Provide cover as operationally required for the Executive Assistant.

Knowledge, Skills and Experience:

- Minimum 3 years' experience in a similar administrative role
- Highly proficient in Microsoft Office including PowerPoint, Microsoft Word and Excel.
- Problem solving and critical thinking skills
- Working knowledge of Oracle and SharePoint an advantage
- Striving for quality and ensuring consistent high standards of work
- Excellent verbal and written communication skills with the ability to convey messages in a clear and sufficient manner
- Detail orientated able to handle multiple tasks simultaneously and with great accuracy, including the ability to prioritise tasks and work effectively, independently and within a team.
- Flexible with regards working in a changing environment and the ability to adjust to new work structures, processes, and requirements as necessary.
- Deal discreetly with all tasks and activities in a professional and confidential manner

The closing date for receipt of applications for this vacancy is the 27th March, 2018

Applications, including a current Curriculum Vitae should be emailed to: recruit@ervia.ie

Please include the Reference Number for this Role when making an application