

Marketing & Office Manager - Optimise Design

Superb opportunity available for an Office Manager with a busy Architecture firm in Dublin city centre.

We have an excellent opportunity available for an energetic **Office Manager** to work in a busy office in **Dublin city centre**. This is a great opportunity to develop your already excellent office skills.

Duties:

- Receptionist with professional telephone manner.
- Answering calls and diverting them to relevant person in office.
- Handling incoming and outgoing post, couriers etc.
- Meeting & Greeting clients.
- Boardroom & Diary management.
- Responsible for booking all flights, hotels, car rental etc.
- Managing all stationary requests.
- Ability to print and bind documents.
- Knowledge of Word, Excel.
- Following up on e-mail enquiries.
- Manage office database to include staff hours, holiday time etc.
- Maintenance of filing systems.
- Processing invoices & expenditure.
- Preparing accounts to bi-monthly tax returns, cheque lodgement & on-line payments.
- Partner with HR to maintain office policy as necessary.
- Manage relationships with all service providers.
- Responsible for maintenance & housekeeping issues.
- Ability to work independently and as part of a team

Experience and Qualifications:

- Computer & Web literate with competence in MS Office particularly Database, Excel and Word applications;
- Minimum of 2 years previous administration experience required, ideally in a similar size and type of organisation.

Personal Requirements:

- Professional manner and approach, ability to work as part of a small team.
- Motivated and hardworking, including ability to work on own initiative.
- Excellent organisational skills.
- Ability to handle multiple tasks with high attention to detail.
- Excellent English oral and written communication skills.
- Experience in office organisation and management.