

JOB DESCRIPTION **NOVAS**

Housing | Health | Recovery

Job Title:	Locum Head Office Administrator	Post number:	Vacant
Reports To:	Head of Quality Systems & Compliance	Location:	NCHAS Head Office, Limerick
Salary:	The locum rate of pay is €17.01 (€15.48 per hour + 10% annual leave allowance)		

Purpose of the Job

The role of Office Administrator is vital to the successful delivery of quality programs and services in NCHAS for our clients and tenants. The Office Administrator will support the organization within the authority delegated from the Head of Quality Systems & Compliance.

The Office Administrator is responsible for the safe and efficient running of our Head Office premises, reception, and office systems as part of the national team.

The Office Administrator will report to the Head of Quality Systems & Compliance and will be a member of, and work collaboratively with, the regional and national staff and managers.

The role is situated in the 87 O'Connell Street, Limerick but will require travel occasionally, to other locations where NCHAS services are located or training events. This role requires some element of flexibility and adaptability and the postholder is required to be available to work Monday to Friday from 8.45 am to 5.45 pm.

The Office Administrator- Relief will have a background in administrative work, with training or experience in the areas of customer service or teamwork and be expected to work within the relevant frameworks of quality standards or legislation.

This job description is a guide to the general range of duties assigned to the post holder.

It is intended to be neither definitive nor restrictive and is subject to periodic review.