



## **Office Administrator**

Aqualicense is currently seeking a suitably experienced administrator for our busy marine consultancy company. The role will organise and coordinate office administration and procedures ensuring organisational effectiveness, efficiency, and safety. This role will report to the company Environmental Director. Although Aqualicense offer hybrid working arrangements, due to the nature of this role, we expect the bulk of the time will be office based in our Galway office. A part time role would be considered for the right candidate.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- Partner with HR to maintain /update handbook and policies as necessary
- Integral in supporting service development
- Marketing and Promotion using website and social media
- Payroll Management
- Banking and liaison with accounts department
- Expenses – management and payments
- Invoicing
- Organise office operations and procedures, file management
- IT procurement / maintenance / software
- Provide general support to visitors
- Integration of new timesheet system
- Generation of monthly timesheet reports
- Organisation of services leaflets / printing
- Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands
- Report/ PPT Template development and maintenance
- Organisation of office cleaner
- Purchasing (travel/ orders)
- Recruitment support
- Funding application support
- Daily support to team – document, report formatting/ queries/ system support
- Bookings – meeting rooms etc

### **ESSENTIAL QUALIFICATIONS, KNOWLEDGE AND SKILLS**

- Proven office administrative, or assistant experience
- Knowledge of office management responsibilities, systems, and procedures
- Excellent computer skills and knowledge of office software packages
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills
- Proficient in Microsoft Office and software typically used for payroll, financial, accounting
- Knowledge of clerical practices and procedures
- Knowledge of human resources management practices and procedures
- Knowledge of business and management principles

### **DESIRABLE QUALIFICATIONS, KNOWLEDGE, EXPERIENCE**

- HR advisor experience

### **COMPENSATION**

- Salary c **€35,000** dependant on experience