



Job description – Office Manager / Administrator (part time)

We are looking for an accomplished individual with at least five years of relevant work experience to take on the role of Office Manager / Administrator at our small, specialist consultancy firm.

This is a part-time position reporting directly to the Managing Partner and is based at our offices in Dublin 2. It entails about 30 working hours per week - the exact working hours will be agreed prior to appointment.

To learn more about what you can expect from a career at Byrne Ó Cléirigh, please visit our [careers page](#).

1 Job specification

Your role will involve general office management, secretarial and administrative tasks. You will:

- Prepare monthly billings and clients' invoices.
- Manage general company expenses, including raising POs, recording incoming invoices, preparing payments for approval and monitoring & recording of general administration costs.
- Monitor and expedite prompt payment of all accounts.
- Type, edit, format and proof-read professional reports and letters.
- Purchase office supplies.
- Perform light reception and telephone duties, including call screening.
- Provide confidential PA service to the Partners.
- Make appointments, travel arrangements and manage the office diary.
- Manage *ad hoc* requests and general enquiries.
- Maintain up-to-date records within an existing filing system.
- Manage office facilities.
- Update the company's website.
- Support marketing initiatives, e.g. through the maintenance of contact databases, preparation of emailing lists etc.
- Contribute to the continuous improvement of administrative processes.

Your role will also involve contributing to the growth and development of Byrne Ó Cléirigh.

2 Person specification

You must have the following skills and attributes:

- Education to Leaving Certificate or equivalent followed by third level certification (secretarial / office administration course) or other 3rd level qualification.
- At least 5 years of relevant professional experience in a similar role.



- Excellent proficiency in English. Because Byrne Ó Cléirigh provides professional opinion and advice in specialised areas at the highest level within clients' organisations, our written communications must be produced to a standard that is appropriate at this level. Therefore, you must have a proficiency in understanding, writing and speaking English that is equivalent to a B2 grade (or higher) on the [Common European Framework of Reference for Languages](#).
- Good numeracy skills, including high level of accuracy.
- Excellent proficiency in Microsoft Word & Microsoft Outlook.
- Excellent proficiency with electronic file management.
- High proficiency in Microsoft Excel and Microsoft PowerPoint.
- Clear and precise communication skills, including competent telephone manner.
- Typing speed 50 wpm.
- Ability to plan, prioritise and carry out tasks in an orderly and well-structured way.
- Self-motivated with the ability to take ownership of tasks.
- Confidentiality, discretion, professionalism.
- Cooperative and flexible approach to work, both in terms of time and methods, with a willingness to embrace change.
- Self-confidence and ability to innovate within the realm of the administrative function.
- Commitment to the long term.

The following skills and attributes are desirable, but not essential:

- Experience as an Office Manager / Administrator / PA in a professional services firm, e.g. consultancy, law firm, accounting firm.
- Experience in preparing billings, issuing invoices and managing debtors.
- Experience in editing, proof-reading and formatting final documents for: publication and/or; submission for tender and/or; submission in fulfilment of legal compliance.
- Experience in marketing professional services.

3 Reward & remuneration

The salary will be attractive and commensurate with your level of experience and competence. The company operates a bonus scheme and a cost-effective and flexible pension scheme. All long-term employees are also given opportunity to participate in the ownership of the firm.

4 Applications

To apply, please follow the application instructions in the *current vacancies* section on our [careers page](#).