

# JOB ADVERT



## Office Administrator

Housing | Health | Recovery

<b>Location:</b>	Head Office, 87 O'Connell Street, Limerick, V94 XN51
<b>Duration:</b>	6 Month Specified Purpose contract arising from secondment
<b>Hours:</b>	40 Hours per week
<b>Published:</b>	Monday 11 <sup>th</sup> of July 2022
<b>Application Closing Date:</b>	Friday 28 <sup>th</sup> of July 2022 @ 12 midday
<b>Interviews Scheduled:</b>	Wednesday 3 <sup>rd</sup> of August

### ESSENTIAL CRITERIA

- Excellent ability to use Microsoft Word and Outlook, and a familiarity the rest of the Microsoft suite of applications,
- Experience working in a customer facing or administrative role,
- Ability to multi-task and prioritise workload to get the important tasks completed,
- Good problem solving skills and a can-do outlook,
- Excellent communications skills, both verbal and written,
- Attention to detail and well organised,
- Good at identifying areas for improvement and confidence to make recommendations,
- Criminal Record Self Declaration will be sought for this role,
- Leaving certificate or equivalent considered.

### DESIREABLE CRITERIA

- Experience of using Salesforce or other similar cloud based databases,
- Experience of using printers, scanners or photocopiers,
- Experience working in a diverse organisation,
- Additional qualifications in administrative work,
- Experience of working in, or a strong interest in the charity or not-for-profit.

If you meet these requirements, and are interested in this vacancy, please email [recruitment@novas.ie](mailto:recruitment@novas.ie) for a job application form, full job description and details of how to apply. Go to [www.novas.ie/work-with-us](http://www.novas.ie/work-with-us) for more information.

NOVAS is a not for profit organisation and Approved Housing Body, we work with single adults, couples and families and who are homeless or at risk of being homeless. We provide a range of services and accommodation. We have over 300 staff, and more than 30 services in Limerick, Dublin, Clare, Kerry, Cork and Tipperary including emergency homeless accommodation, transitional homeless accommodation, social housing and community based services for tenancy sustainment, homelessness prevention, mental health and recovery.

NOVAS is a Trauma Informed Practice Organisation and the principles of collaboration, diversity, respect and trust are embedded in our way of working together. Our services are provided through support of our partners in local government through the Local Authorities, HSE, and other donors and funders.

