



**Christ  
Church  
Cathedral**  
Dublin

The Cathedral of the Holy Trinity  
Founded c.1030  
Christ Church Cathedral  
Christchurch Place,  
D08 TF98, Ireland

Tel +353 (01) 677 8099  
welcome@christchurch.ie  
[christchurchcathedral.ie](http://christchurchcathedral.ie)

## **Administrative Assistant/Receptionist**

**This is a full time role; 37.5 hours per week,  
9.00am-5.30pm Monday to Friday  
(On-site) on a fixed term basis for 12 months.**

### **Christ Church Cathedral, Dublin**

Christ Church Cathedral (founded c.1028) is the spiritual heart of the city, an Anglican Cathedral, a registered charity and one of the top visitor attractions in Dublin. The Cathedral is also popular as a venue for concerts, gala dinners and other events.

### **Job Description**

We are currently seeking a suitable candidate to fill the role of Administrative Assistant to support the Dean, Cathedral Administrator and office staff of Christ Church Cathedral. The post of Administrative Assistant is a one-year contract, however, this term may be extended.

### **Areas of Responsibility:**

- Receiving visitors to the Chapter House/offices by greeting, welcoming and announcing them appropriately
- Directing in-person, postal, telephone and email enquiries to the appropriate member of the team.
- Respond to all general correspondence, emails, and telephone calls in a timely and appropriate manner
- Photocopying, scanning, binding, and laminating as required
- Booking meeting rooms and organising refreshments
- Updating contact lists on the organisation's database
- Manage supplies of paper and small office items such as staplers, files, printer ink etc. Ensuring that these are available when required whilst managing stock levels appropriately
- Sort and distribute incoming and outgoing post as required
- Assist with the administration and management of the Cathedral diary
- Assist with seasonal ancillary requirements (Christmas trees etc)
- Assist the Office and Facilities Manager with the provision of hospitality for ad-hoc services and Events
- Any other ad-hoc duties as requested by the Dean, Cathedral Administrator, Office and Facilities Manager or other members of the Cathedral office staff
- Occasional evening or weekend work may be required



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### **Key Relationships**

- The Dean
- Cathedral Administrator and Head of Development
- Office and Facilities Manager
- Staff, clergy and Volunteers

### **Essential Skills and Attributes**

- Previous experience in administration is desirable
- Strong communication, organisational skills and interpersonal skills
- IT skills and administrative competence (Microsoft Word, Excel and Outlook)
- Flexibility to respond positively and appropriately to new opportunities and challenges
- A team player, holding the personal qualities necessary to work well with other members of the Cathedral team, both staff and volunteers
- Enthusiasm to learn and develop
- Comfortable working both individually and as part of a team
- Willingness to undertake training
- Attention to detail
- Ability to multitask and work under pressure
- Fluency in English, both written and spoken

Reporting to the Office & Facilities Manager

Salary – €25,000 per annum

**Application closing date is Sunday 23<sup>rd</sup> April 2023 at 5.00pm**

### **APPLICATION PROCESS**

Please send a cover letter and CV.

Applications should be sent to:  
Paula Hennessy,  
HR Manager,  
Christ Church Cathedral,  
Christchurch Place,  
Dublin 8

Or by [email:careers@christchurch.ie](mailto:careers@christchurch.ie)