

## Office Administrative Assistant

Closing date: 20<sup>th</sup> April 2018

Dublin Studio

BDP is a major international interdisciplinary practice of architects, designers, engineers and urbanists working together to create outstanding 'places for people'.

We have a leading track record in all major sectors including health, education, workplace, retail, urbanism, housing, and leisure, having won over 750 awards for design quality from international and national bodies.

We have a great opportunity for someone with good administration skills, playing a key role in day to day operations.

### Key Responsibilities:

- Telephone answering
- Managing calendars for three busy meeting rooms
- Assist in providing hospitality (teas/coffees) including ordering lunches for meetings
- Placing stationery orders and general stocktake of office supplies
- Recording of archived material & archive retrieval
- Supporting the administrative team with ad-hoc duties including formatting and binding of reports, maintaining contacts databases, logging incoming and outgoing post etc.

### Skills/Experience:

- Good knowledge of Microsoft Office (Outlook, Word, Excel)
- Good administration & interpersonal skills
- Ability to prioritise work

In return, BDP offers an excellent opportunity for your personal development as well as an attractive remuneration package that includes a competitive salary, flexible pension allowance, private medical insurance and a great working environment.

Interested applicants should email a covering letter along with a current CV FAO: David Brennan to [michelle.kenna@bdp.com](mailto:michelle.kenna@bdp.com)

BDP is an equal opportunities employer.

No agency or third party CVs will be accepted.