

## CAREER OPPORTUNITY

# TEAM ADMINISTRATOR & RECEPTIONIST

Established in 1967, IPUT is Ireland's Premier Property Fund with a portfolio of 95 properties and an asset value of €2.75 billion.

IPUT is the largest owner of modern office properties in Dublin, developing landmark office buildings occupied by leading national and global businesses.

IPUT has an ambitious vision to further grow the business and build on its current position as Ireland's Premier Property Fund.

### Role & Responsibilities

Providing pro-active administration support to the IPUT team. Including;

- Preparing Powerpoint (advanced level required) and Keynote presentations on a daily basis;
- Electronic filing of emails and documentation;
- Diary management and scheduling meetings;
- General email monitoring and management (MS Outlook) for senior executives;
- Assisting team members in preparing reports using Excel (advanced level of knowledge required).

Working with one other administrator in the management of 'front of house' activities, including:

- Meet and greet all guests;
- Meeting room management: co-ordination of room bookings, meeting room set up, AV support, organising refreshments, meeting room clear up, etc;
- Organising couriers, post and other deliveries;
- Assist in the organising and co-ordinating of in-office events and catering;
- Answering the phone and checking office voice mail;

- Working with the Office Manager to organise weekly food orders, stationery orders, co-ordination of shredding and archiving activities as and when required;
- Attending meetings and taking minutes as required.

### Personal Profile

- A strong team player with excellent communication skills;
- A self-starter with the ability to work on own initiative with limited supervision;
- Excellent time management and organisational skills;
- Must have advanced level skills in the full MS Office suite (Powerpoint, Excel and Word);
- Flexible, positive approach to work.

### Other

- Attractive salary and benefits package;
- Dublin CBD location;
- Permanent full-time role (subject to 6 month probationary period);
- Flexibility around start and finish times required (core working day is 8.5 hours).

### IPUT AT A GLANCE

#### Number of Properties

95

#### Asset Value – including development pipeline

€3bn

#### Total Portfolio Size

5m sq ft

#### Number of Tenancies

380

Click here to view our latest project



If you are interested in applying for this role, please email a cover letter together with an up to date CV to [careers@iput.com](mailto:careers@iput.com)