



**Part Time Administrative Supervisor (15-20hrs/ week). Based in Dublin 1 within the house.**

**Preferred start date July 2017**

Hugh's House require an experienced Administrative Supervisor to oversee the day to day running and maintenance of the premises to ensure a first class experience for the parents of children in Temple Street, Rotunda and Holles Street Hospitals.

**The Role:**

This is an exciting opportunity with a charity which provides accommodation for parents whilst their children are in hospital, typically this is a long stay duration, who require an Office Supervisor.

You will be supervising staff plus teams of volunteers to:

- Coordinate schedules from maintenance and upkeep of the premises through staff and volunteer teams
- Ensure resource is available for onsite duties
- Actively seek tenders for funding and apply on behalf of Hugh's House
- Be a point of contact when required for Hospital Social Workers/ Parents
- Manage all correspondence

**Requirements:**

The ideal person will have some experience in the Medical/ Nursing profession

- Good administrative skills
- Preferably be health and safety accredited
- Computer literate
- Excellent customer service and listening skills
- Ability to Multi Task
- Experience supervising staff
- Experience working or volunteering in the charity sector would be an advantage

You must be able to use your own initiative and have a `can do` attitude

Salary dependant in experience.

Apply in confidence to [help@hughshouse.ie](mailto:help@hughshouse.ie)

Informal enquiries to 0862862279

Closing Date 10<sup>th</sup> July 2017