



## **IUA Office Manager**

**(September 2025 – March 2026)**

The Irish Universities Association (IUA), the representative body for Ireland's leading universities, invites applications for the role of Office Manager for a 7 month fixed term contract to end March 2026.

### **About the IUA:**

The Irish Universities Association (IUA) is the representative organisation for Ireland's research-intensive universities including DCU, MU, TCD, University of Galway, UCD, UCC and UL.

IUA acts as the sectoral 'voice' of its university members and is committed to:

- clearly and publicly articulating the importance and value of university education
- acting as an advocate for the university system
- providing effective liaison and dialogue with the State and its agencies
- ensuring the system is resourced and prepared for the challenges of the future
- developing sectoral policies and strategies
- maximising the contribution of higher education in all its dimensions to society and the economy.

### **About the Office Manager role:**

Reporting to the IUA Assistant Director of Finance & Operations and Head of Governance, the Office Manager will be responsible for performing a range of secretarial, clerical, and administrative duties as required including:

#### *Front Office Duties:*

- Co-ordinate all relevant aspects of office management
- Responsible for maintenance of building & ensuring necessary repairs are carried out in a cost effective and efficient manner
- Ordering and maintaining office supplies.
- Monitoring office equipment, reporting faults, arranging repairs, monitoring maintenance contracts
- Liaising with and managing cleaning contractors.
- Acting as IUA Health & Safety Officer

- Reception Duties including greeting and assisting visitors, answering the telephone and general e-mail enquiries, passing on messages and assisting with requests for documentation.
- Assisting in the day-to-day running of the office including office file management, dealing with correspondence by mail, email, etc.
- Meeting Room Preparation involving the setting up of rooms for meetings including equipment requirements (such as laptop, audio visual, phone and video conferencing), refreshments etc.

#### *Administrative Tasks:*

- Providing secretarial and administrative support for members of staff including diary management, booking meeting rooms, filing, assisting with events, conferences and travel arrangements.
- Organising meetings with groups within the seven Irish universities, government departments and state agencies.
- Preparing documents for meetings for distribution by hard or soft copy as requested, uploading documentation to the IUA extranet, printing and binding meeting documents
- Minute taking for meetings when requested.
- General tasks including - typing up notes/letters/emails; posting documents and brochures; printing and binding documents.
- Organising meeting dates and attendance. Plan annual schedule of IUA Standing Group meetings.
- Liaising with IUA Standing Committees and Working Groups in relation to documentation, information requirements and/or action points as requested.
- Undertaking basic research for staff and analysing data as required.
- Assisting with IUA social media accounts.
- General project administrative support.
- Making travel, accommodation, etc bookings for staff as requested.

#### **Finances**

- Collate and prepare invoices for payment, ensure all invoices are approved for payment.
- Collate and prepare expense claims, ensure all receipts are appended and the expense claim is approved for payment by relevant signatory.
- Scan and save all invoices, lodgements and credit card transactions for access by Finance & Data Officer.
- Assist Finance & Data Officer in preparation of monthly accounts.

#### **Key Attributes and Abilities:**

The successful candidate will possess:-

- Executive assistant experience.
- Discretion & professionalism when dealing with internal and external stakeholders.
- Excellent interpersonal and people handling skills.
- Exercise sound judgement when making decisions autonomously.

- Excellent organisational skills.
- An in-depth understanding of the entire MS Office suite.
- Strong attention to detail.
- Ability to meet deadlines in a fast-paced quickly changing environment.
- A proactive approach to problem-solving with strong decision-making skills.
- Flexibility and an ability to prioritise elements of work load.
- Ability to work under own initiative
- Excellent verbal and written communication skills

**Contract details:**

The position of Office Manager is offered on a fixed term contract to end March 2026 and subject to a period of probation and meeting on-going performance requirements.

A competitive salary commensurate with experience will be offered. Annual leave entitlement is 25 days (not including bank holidays) per annum pro rata for duration of contract.

A secondment arrangement for existing public-sector employees may be possible, subject to concluding an appropriate agreement between the IUA and the candidate's current employer.

**Application Details:** Please forward a detailed but concise CV and cover letter (max 500 words), demonstrating the competencies and experience listed above, by email by 23:59 12th August 2025 to: [marguerita.lardner@iua.ie](mailto:marguerita.lardner@iua.ie) Tel. 01 6764948.