Congregation of the Sisters of Mercy
Congregación de las Hermanas de la Misericordia

OFFICE ADMINISTRATOR

Job Title: Office Administrator
Reports to: Personal Assistant/Office Manager to Congregational Leader & Team
Contract Type: Permanent, Full-Time (following 6-month probation)
Location: Congregation Leadership Team Office, Clondalkin, Dublin 22
Salary Range: €30,000 – €40,000
Hours: 8:30am – 4:30pm

Role Summary
The Office Administrator will support the day-to-day operations of the Congregation Leadership Team Offices by providing high-quality administrative, organisational, and systems support. Working closely with the PA/Office Manager, the role ensures smooth office operations, efficient coordination of processes, and effective support to Congregation Leadership Team Members. Part of the position involves maintaining the Congregation's SharePoint environment, managing records, liaising with external IT providers, and supporting both digital and paper-based information systems.

Key Duties & Responsibilities
- Provide administrative and organisational support to ensure smooth daily operations of the CLT Offices
- Prepare and format organisational materials, mailings and meeting documentation.
- Maintain and administer SharePoint sites, structures, naming conventions and permissions.
- Liaise with external IT providers, support system updates and ensure records and SLAs are up to date.
- Support meeting room set up, travel arrangements and coordination of events.
- Assist with filing systems, data migration and general user support for Microsoft 365.

Essential Criteria
- Minimum 3 years' administrative experience.
- Strong organisational skills and high attention to detail.
- High digital competence, particularly in Microsoft 365 and SharePoint.
- Excellent written and verbal communication skills.
- Ability to follow structured processes and maintain systems consistently.
- Understanding of GDPR and confidentiality requirements.
- Ability to work collaboratively with internal teams and external providers.
- Proactive, dependable and capable of appropriately escalating issues.

How to Apply
Application pack available from kaitlin@hrteamservices.com Note that reference checking will not take place without prior consultation with the applicant. We are an equal opportunities employer and welcome applications from all suitably qualified candidates.
Closing Date: Monday 26th January 2026 at 5:00pm