

Office Administrator (Permanent – Part-time) Location: Naas, Co Kildare

Company Profile:

OpenSky a European challenger brand to the large global software consultancies, delivering innovation across Government, Transport, Environment and Health sectors in the Ireland and the UK.

Due to business growth, OpenSky has a role for an Office Administrator based in our Naas, Co Kildare headquarters on a permanent part-time basis – approx. 20 hours per week over 4 days. This an excellent opportunity for an experienced professional to utilise their skills and experience in an international working environment working with innovative technologies and solutions.

Why Join our Team:

OpenSky is a dynamic, exciting place to work. We hire exceptional people, and every one of them is empowered to think independently, take initiative and be innovative in their job. We are committed to ensuring that our performance and reward strategies are designed to effectively support our employees at every opportunity and offers an excellent work-life balance.

At OpenSky our employees enjoy the creative, agile and meaningful work they do, the resources and technology they have access to and the benefits we offer. The projects we work on make a real difference, and that's what makes us distinct in our industry. This very factor means that our employees get to work with the latest and emerging technologies.

We've built a truly unique culture here at OpenSky, where our employees are always learning, challenged with interesting projects and rewarded with fantastic benefits. We attract talented individuals from a wide range of cultural, geographic and educational backgrounds whom bring with them a rich variety of skills and experiences.

Our plan is simple; we hire the best people whom possess the skills, talent, expertise, experience and motivation that we require and when we find them, we help them grow, develop and achieve their goals.

The values we share help us to thrive and succeed, both as individuals and as a team. If you share those values, you'll fit right in!

The Job:

We are currently looking for an Office Administrator who will be an enthusiastic culture bearer and advocate for our people experience. Reporting to the HR and Operations Manager, this individual will manage the in-office facility needs as well as provide administrative support to management and staff, focusing heavily on building a flourishing people experience in the office.

The position is the backbone of the Ireland office and instrumental in making sure everything in the office operates smoothly on a daily basis. We need a creative, enthusiastic and organised individual who is ready to not only preform daily administrative task but also present ideas to make our head office a more engaging and welcoming environment. The individual will be working on a permanent part-time basis – approx. 20 hours per week over 4 days.

Key Tasks:

- Providing administrative support to the Manager, Team and wider office.
- Being a point of contact for staff for all office related queries eg. office supplies, maintenance issues, booking of meeting rooms etc.
- Research and is proactive around improving office efficiency or cost savings and able to present ideas with context and clarity.
- Reporting, data entry, and keeping track of visitors as well as answering calls/emails
- Dealing with ongoing office related matters
- Ensure meetings are set up efficiently and provision of catering as required
- Setting up meetings, company events and making travel arrangements
- Manage incoming and outgoing post, couriers etc.
- Understand, serve, and advocate for the needs of our onsite and virtual teams.
- Liaise with building management/security/facilities services providers, phone and IT
- Manage office supplies and place orders.
- Promote a clean, organized, and efficient workspace - including the coordination of an ongoing cleaning service.
- Actively participate in workplace optimisation and presentation
- Collaborate with Finance department in allocation of petty cash, receipts, invoices, PO's etc.

Essential Skills:

- A minimum of 2-3 years relevant experience in a similar role
- Qualification in Secretarial/Office Administration or equivalent
- Computer literate with strong Microsoft Office suite skills
- Excellent oral & written communication, word processing, dealing with email and telephone enquiries
- Experience of establishing and maintaining effective relationships with internal and external stakeholders
- Excellent interpersonal skills and a proven ability to work effectively as part of a team, while also being able to carry out his/her own work under minimal supervision
- Ability to work under pressure and to tight deadlines
- Highly organised and flexible with strong attention to detail
- An enthusiastic person able to work under pressure to work in a busy office

- Experience working in multi-disciplinary teams

Personal Skills:

- A strong, high performing work ethic with a focus on personal development and clear goal setting
- Accurate and organised methods of working
- Excellent communication skills in both written and verbal English
- Ability to work autonomously and on own initiative
- Motivated self-starter with experience in a fast moving and fast scaling environment
- Required creative thinking and personal initiative
- Organised with advanced documentation skills
- Excellent time management, organisation, presentation, and prioritisation skills
- Highly organised with ability to multi-task, work to deadlines and deliver under pressure
- Open-minded, proactive self-motivated team member
- Self-confident individual with strong interpersonal and communication skills

The above statements are not an exhaustive list

What we Offer:

You will form part of a high-performance team, working together to deliver projects of national and international importance changing the way large Business and Governments work.

- Competitive Salary – market adjusted
- Continuous Professional Development
- Education Assistance Programme
- Company Pension
- Incremental Increases in Annual Leave
- Employee Assistance Programme (EAP)
- Annual Health Screening
- Employee Referral Scheme
- Ethical Employer
- Friendly, fast paced atmosphere
- International working environment in a growing company
- Work with innovative technologies & solutions
- Microsoft Dynamics & Personal development programmes

Please note we do not require the assistance of third parties

OpenSky Data Systems is an equal opportunities employer