**Office Manager/Senior Administrator**

**Embassy of Ireland, London**

The Embassy of Ireland is seeking a highly motivated, enthusiastic and hardworking person with excellent communication and interpersonal skills to join and lead our Administration team in the near future.

Candidates should have a good standard of education, ideally to degree level; be an excellent communicator with proven skills in administration and office management; including accounting, budget control, HR, building and facilities management. The ideal candidate will have a minimum of 2/3 years’ experience in a similar role, and be interested in developing further experience in a diverse and busy office environment.

Further details are available here.

**Candidates should note that it is not envisaged that this appointment will lead to a permanent position.**

**Vacancy Summary**:

Job Type: Fixed Term Contract

Location: London SW1X 7HR

Duration: 12 months

Start Date: October 2016

Gross Salary: £32,500 per annum