



## **CENTRE FOR BIOANALYTICAL SCIENCES**

### **PERSONAL ASSISTANT / SECRETARY GRADE III (3 YEAR CONTRACT)**

#### **Description of the Centre for Bioanalytical Sciences**

The Centre for Bioanalytical Sciences (CBAS) is biopharmaceutical research collaboration between pharmaceutical multinational Bristol-Myers Squibb with its Irish subsidiary, Swords Laboratories, Dublin City University and the National University of Ireland, Galway. The centre is funded jointly between Swords Laboratories and the Industrial Development Agency (Ireland). The CBAS programme involves a total of 34 staff, including BMS staff based within the centre. There are 12 academic members associated with the center. The team is located at the Dublin City University and the National University of Ireland, Galway campuses and is closely integrated.

#### **Experience and Qualifications:**

- Leaving Certificate (or equivalent)
- Recognised Secretarial Course
- Five years relevant experience, three of which must be at Grade II level

#### **Indicative Duties and Responsibilities**

The post-holder is responsible for the provision of administrative support for activities within the centre and will act as personal assistant to the Director. The role will be primarily based initially in the Albert College. Indicative duties associated with the post include the following:

- Administrative work including typing, use of PC packages (including word-processing, spreadsheets), use of information systems, filing, making and receiving telephone calls, sorting of departmental post, booking rooms and organising meetings.
- Designing, implementing and review of office systems to provide efficient clerical and administrative support for the centre.
- Documentation and maintenance of operating procedures / manuals
- Liaison with other faculties and units within the university (e.g. Finance, Human Resources, Student Affairs, CSD, Communications and Marketing and Faculty Administrative Staff) including administrative and academic staff
- Assistance in the submission of research reporting requirements e.g. annual, quarterly or monthly reports

- Financial monitoring and tracking of research accounts. Including the facilitation of external audits and the processing and/or monitoring of orders using the Agresso system.
- Scheduling of meetings and booking of rooms and refreshments Taking of minutes of meetings would also be required.
- Arranging travel and hotel bookings
- Monitoring defined internet-sites for updates, summaries, alerts (SFI, IDA, EU, ESF...)
- Maintenance of web-page content/updates, contact lists, memos, electronic project databases and to-do lists
- Bringing to the attention of the senior staff of the centre issues which affect the operational efficiency or developmental potential of the centre.
- Any other duty that may be assigned from time to time by the Director of the centre or his/her nominee

The above attempts to outline in a broad way the range of duties associated with a Grade III post within the centre. Indicative duties can change over time.