

CENTRE SECRETARY / PA GRADE III (12 Months)

The National Centre for Sensor Research (NCSR) is a world renowned, large-scale, multidisciplinary research facility focused on the science and applications of chemical sensors and biosensors (<http://www.ncsr.ie>). Its state-of-the art facility comprises custom-designed laboratories, a range of specialist support units and is situated on the campus of Dublin City University. There are currently over 200 members in the NCSR comprising academic and research staff from the Schools of Physical Sciences, Chemical Sciences and Biotechnology.

QUALIFICATIONS

Candidates will have excellent communication, organisational and IT skills. Applicants should be familiar with AGRESSO and have a good understanding of basic accounting procedures. Knowledge of DCU's research environment would be a distinct advantage.

DUTIES AND RESPONSIBILITIES:

The Centre Secretary is responsible for the provision of secretarial and clerical support and will report to the Centre Manager and the Centre Director. The incumbent will carry out the following:

- Manage the Centre Director's diary.
- Travel/accommodation arrangements for Centre Director and NCSR visitors.
- Initial contact for external queries and visitors.
- Process cheque requisitions and expense claims.
- Manage accounts payable (purchase orders, invoicing, supplier queries and liaison with the Finance Department).
- Assist with the co-ordination of conferences.
- Catering arrangements for NCSR meetings, visitors, seminars, conferences.
- General administrative support, as required.
- Assist NCSR academics with conference preparations.
- Maintain booking systems for NCSR conference rooms.
- General office duties.
- Undertake any other duties that may be assigned by the Centre Manager or Director.

SALARY

€30,317 - €39,147.

CLOSING DATE: 29th of September 2006

Application forms are available from:

Human Resources Department, Dublin City University, Dublin 9

Tel: +353-1-700 5149, Fax: +353-1-700 5500

Email: hr.applications@dcu.ie

<http://www.dcu.ie/vacancies/index.shtml>

Dublin City University is an equal opportunities employer