

Range of Duties for Administrative Assistant employed by a Member of the Houses of the Oireachtas

The Administrative Assistant is expected to undertake a range of tasks, including but not limited to:

- Office management:
 - Dealing with all incoming and outgoing correspondence.
 - Diary management in liaison with the Member.
 - Maintaining an efficient filing system.
- Public Engagement:
 - Dealing with constituents' queries by email, telephone and in-person meetings in the Constituency Office. This involves obtaining full and accurate details of the problem, contacting the relevant Government Department/Local Authority or organisation, and communicating the result to the constituent. (Dáil)
 - Assisting the Member with the organisation of meetings/events/webinars etc.
 - Liaising and building relationships with public agencies, the voluntary sector and other bodies.
- Formulating and collaborating in the preparation of speeches, statements, and Parliamentary Questions on behalf of the Member.
- Where the Member is a Front Bench Spokesperson this will involve additional duties e.g. preparing and formatting documentation relating to the portfolio and maintaining an appropriate filing system of all relevant documents.
- Management of social media, press and media relations.
- Such other related and appropriate duties as may be assigned by the member.

The successful candidate requires excellent computer, inter-personal and communication skills, and an ability to work as part of a dynamic team and on their own initiative.