

**JOB DESCRIPTION:** INCOME & RENT ADMINISTRATOR

**LOCATION:** DUBLIN CITY CENTRE OFFICE

**CONTRACT:** FIXED TERM ( MAY – OCTOBER) 37 HOURS PER WEEK

**REPORTING TO :** SENIOR INCOME & RENT CO-ORDINATOR

**SALARY:** €27,890 ( Admin Grade SP 15)

**JOB SUMMARY :**

The post requires excellent planning and organisational skills, administration skills, a dedication to detail and a willingness to adapt to ever changing conditions and pressures.

To deal with all aspects of administration within the Rent Department team and to provide support to other internal Departments and regional offices.

**KEY RESPONSIBILITIES:**

**Rent Department:**

1. Scanning documents on system
2. Printing and posting of quarterly statements to tenants
3. Inputting data on system. Knowledge of excel essential.
4. Providing general administration support to the Rent Team as required including, but not limited to, Postage and file management.
5. Sorting and distributing incoming post and organising and sending outgoing post, including mail merges;
6. Any other duties as required

**Corporate Responsibilities**

1. To positively promote the Association in all activities
2. Adhere to all Túath's policies and procedures at all times
3. To be aware and act in accordance with Túath's Health and Safety Policy.
4. To undertake any other duties as required

## **General**

1. Assisting with general administrative duties within the organisation as required
2. Contributing to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures

**This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.**