



Mardyke Arena

UNIVERSITY COLLEGE CORK

Job Description: Executive Assistant or Administrator to the CEO

- Location: Mardyke Arena UCC
- Reports To: Chief Executive Officer (CEO)
- Contract Type: Full-time / Permanent

Role Overview:

- The Executive Administrator will play a pivotal role in supporting the CEO and senior management team at the Mardyke Arena UCC.
- This dynamic position requires a highly organised, proactive individual with strong research, communication, and administrative skills.
- The successful candidate will be responsible for managing executive-level tasks, coordinating strategic projects, supporting administration, and ensuring the smooth operation of the CEO's office.

Key Responsibilities:

Executive Support & Diary Management

- Manage the CEO's calendar, appointments, and travel arrangements.
- Prepare agendas, take minutes, and follow up on actions from executive meetings.
- Act as a point of contact between the CEO and internal/external stakeholders.

Project Coordination & Performance Management

- Support the CEO in overseeing strategic projects and initiatives.
- Monitor progress and performance of the management team on key deliverables.
- Conduct research and analysis to inform decision-making and strategy.

Board & Reporting Administration

- Collate and prepare board papers, reports, and presentations.
- Ensure timely and accurate distribution of documentation to board members.
- Maintain confidential records and support governance processes.

General Office Administration

- Maintain filing systems, databases, and office supplies.

- Support internal communications and coordination across departments.
- Liaise with Executive Team to provide support and ensure accurate record-keeping, compliance and policy adherence.
- Support employee communications and engagement initiatives.
- Handle confidential information with discretion and professionalism.

Key Skills & Attributes:

- Excellent organisational and time-management skills.
- Strong written and verbal communication abilities.
- High level of discretion, integrity, and professionalism.
- Ability to work independently and manage multiple priorities.
- Proficient in Microsoft Office Suite and digital collaboration tools.
- Experience in Office administration and project coordination is desirable.

Qualifications & Experience:

- A relevant third-level qualification in business administration or related field.
- Minimum 3 years' experience in an executive support or administrative role.
- Experience working in a dynamic, multi-functional environment.

What We Offer:

- Competitive salary
- 20 days annual leave (pro-rata)
- Pension and sick pay schemes (T&C's applicable)
- Paid lunch breaks
- Sunday & Bank Holiday allowances
- Free access to Arena facilities
- Ongoing training and career development
- Staff uniform (where applicable) & parking

To apply, send your CV to at info@mardyke.ucc.ie by Wednesday 22nd October.

Mardyke Arena UCC is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees