



## Job Description

- Title:** Administrative Executive
- Reporting to:** Registrar (Company Secretary)
- Job Purpose:** To provide secretarial support in the administration of the RDS Council, Board of Management, Foundation Board, Standing Committees, Membership Committee and Library Committee.

### Key Responsibilities

1. Compile, collate and circulate meeting packs for Council, Board and various Committee meetings.
2. Book rooms, check set up and organise catering for various meetings.
3. Attend meetings and take and draft minutes and carry out any post-meeting administration as required.
4. Assist with the Annual Election process to include proof reading, processing of voting papers and vote counting.
5. Assist with the RDS President's hospitality arrangements at the Dublin Horse Show to include issuing invitations, organising catering and involvement in ceremonial procedures, as directed by the Registrar.
6. Co-ordinate various celebratory occasions to include issuing invitations and organising catering arrangements.
7. To support the Registrar in the review of the Society's By-Laws, organisational manuals and any other corporate governance documents.
8. Participation in any other RDS projects, events or activities as directed by the Registrar and/or Chief Executive.

### Person Specification

#### **Personal Attributes:**

- Motivated, confident and credible individual with initiative and common sense.
- The candidate must be a people orientated, tactful and diplomatic person with the ability to interact with people at a high level.
- Smart, professional manner and presentation, a person who knows how and when to be discreet and maintain confidentiality within and outside the Society.
- Proven ability in prioritising a demanding workload with meticulous attention to detail.
- Highly conscientious, reliable and detail conscious coupled with the ability to work accurately and efficiently to required timeframes.
- Flexible and adaptable person who enjoys working with others, yet is capable of working by his/herself.

**Qualifications:**

- Executive PA/Office Administration/Secretarial qualification.
- A qualification in a legal background such as a diploma in legal studies/legal secretary/company law would be desirable.

**Experience:**

- At least five years' experience working as a secretary at high-level executive meetings in a corporate environment.
- Experience in drafting minutes and company secretarial paperwork.
- At least five years' experience managing high-level executive events.
- Shorthand experience would be desirable.

**Skills:**

- Strong organisational skills.
- Demonstrable excellence in proof-reading skills.
- Fast accurate typing skills of at least 60wpm.
- Good shorthand speed advantageous.
- Ability to draft and redraft documentation using advanced features of Microsoft Word 2007 and demonstrable excellence in using other applications in Microsoft Office Suite including Outlook and Powerpoint.

*All interviewed candidates will be asked to undertake an administrative skills test*

January 2012