



## Role Profile

Job Title:	Administrative Assistant
Division/Function:	State Claims Agency
Reports to:	Senior Administrator
Job Family:	Operations
Career Stream:	Business Support
Career Zone:	Administrative

## Summary of the Business

The National Treasury Management Agency (NTMA) provides asset and liability management services to the Irish Government. It has evolved from a single function agency managing the National Debt to a manager of a complex portfolio of public assets and liabilities.

Businesses managed by the NTMA include borrowing for the Exchequer and the management of the National Debt, the State Claims Agency, the New Economy and Recovery Authority (“NewERA”), the Ireland Strategic Investment Fund and the National Development Finance Agency. The NTMA also assigns staff to the National Asset Management Agency (NAMA), Strategic Banking Corporation of Ireland (SBCI) and Home Building Finance Ireland (HBFI).

## Role Summary

The Administrative Assistant's role is to provide the necessary secretarial, administrative and clerical assistance to the various functions within the State Claims Agency as may be required.

The main duty would be to provide secretarial support to SCA Claims Managers which would entail management of incoming post and various other administrative duties including Dictaphone typing as when required.

## Principal Accountabilities

- Organise/maintain incoming post/e-mails for Claims Managers
- Provide holiday cover for administrative team when required
- Ad hoc administrative e.g. dictation, meeting coordination tasks, diary management etc.

## Experience

- At least two years' experience in similar role
- Excellent IT skills including Microsoft Office suite products
- Insurance/legal background is advantageous
- Dictaphone typing experience, but not essential

## Skills

- Strong Dictaphone typing skills
- Strong communication and interpersonal skills
- Ability to be a strong team member
- Ability to work on own initiative, self-manage and proactively drive tasks to conclusion
- Ability to work under pressure and achieve tight deadlines
- Excellent attention to detail
- Professional, discrete and confidential in approach at all times

*The NTMA is a unique employer with a strong reputation of offering diverse career opportunities in Ireland.*

*Necessary arrangements can be made at interview stage to accommodate the needs of candidates with disabilities. If you are having difficulty uploading your CV online or in fully accessing any information on this site please email [Recruitment@ntma.ie](mailto:Recruitment@ntma.ie)*