



### **Administrative Assistant**

The Administrative Assistant works with the Senior Office Services Coordinator to assist the smooth running of the Dublin office, provide back-up reception cover when needed and ad hoc admin tasks.

#### **About us:**

Fragomen is the world's leading exclusive provider of immigration services. With more than 50 offices worldwide, we provide immigration services in more than 170 countries. For over 60 years, we have provided strategic immigration advice to a diverse range of clients from individuals to the world's leading multinational corporations. With over 4,500 employees in more than 50 offices, you will be joining a truly global firm where providing exceptional client service is at the core of what we do.

Fragomen's professionals are respected thought leaders in the immigration field providing expertise to governments across the world including the US Congress, the UK Parliament, the European Union and the United Nations.

A career at Fragomen will provide you with the opportunity to work in an exciting environment for a broad range of clients, where no two days will be the same. You will face interesting challenges and you will work with dedicated, friendly and ambitious people. We are extremely proud of our diverse workforce at Fragomen and we are fully committed to providing equal opportunities. We believe that our differences make us stronger.

#### **About Fragomen Ireland:**

Fragomen in Dublin is an immigration consultancy with an enthusiastic team of professionals with extensive experience in Irish immigration and best practices. We provide the full suite of Irish immigration support to some of the biggest employers in the country and the world across multiple industries.

The Ireland office has a great team full of dynamic individuals all from different backgrounds with some of the best in the business when it comes to Immigration. From lunching together to painting activities and monthly treats you will always feel part of the family here.

#### **About the role:**

The Administrative Assistant is responsible for logging and reporting on all incoming electronic mail to the office.

Other key responsibilities will include:

Case team support:

- Logging outgoing electronic filings of certain immigration applications and maintaining and distributing spreadsheets daily

- Recording costs on Fragomen Connect and sending daily cost report to the accounts department
- Submitting Daily Group Tasks to Sheffield
- Administration duties for the case teams

**Office Services:**

- Ensuring the kitchen, meeting rooms, copy points are fully stocked and tidy each morning and after each meeting
- Monitoring all stock levels including: stationery, vending machine and coffee machine, kitchen supplies and place orders as needed
- Unpacking and distributing deliveries
- Covering reception and phone lines as needed
- Running external errands as necessary for the office
- Supporting new joiners in their office set up / first week
- Other adhoc admin duties as requested for specific teams or office-wide, as directed by the Partner/Practice Leader or the Operations Manager

**About you:**

To be successful in this role, having a positive attitude and being willing to learn and develop is key. You will need good communication skills and be able to work well as part of a small team.

It would also be very beneficial for you to be very comfortable using Microsoft Office (word, excel, email) or similar and being able to complete tasks within agreed timelines.

Fragomen is committed to promoting diversity, inclusion and equal opportunity for all employees and applicants, regardless of race, ethnicity, heritage, gender, age, religion, disability, sexual orientation, gender identity or intersex status.

If we can make any accommodations to enable us to see the best version of you during the recruitment process and/or in how you carry out your role in Fragomen, please let us know.

**To apply for this role please email your application to Emma Bartholomew , Senior Talent Acquisition – [ebartholomew@fragomen.com](mailto:ebartholomew@fragomen.com)**