

Conferencing & Facilities Coordinator (Temporary Part Time One Year Fixed Term Contract)

GENERAL JOB DESCRIPTION Duties and General Terms & Conditions of Employment

Marino Institute of Education (MIE) wishes to appoint a part time temporary Conferencing & Facilities Coordinator. This role reports to the Head of Conferencing & Facilities.

The role will commence immediately typically working Thursday and Fridays weekly. A total of 15 working hours per week.

Purpose of the Role:

The role of Conferencing & Facilities Coordinator (Weekend) is an essential one for the smooth operation at weekends of the Conferencing & Facilities department of Marino Institute of Education (MIE). It includes supporting the administration of the Conferencing function along with Facilities work for MIE such as handling maintenance issues, room allocations at weekends etc.

Responsibilities: (not exhaustive)

- Billing clients and staff accurately
- Assisting proactively the Sales function in Marino Conference Centre
- Maintaining daily maintenance lists
- Communication with other MIE staff
- Communication with other MIE departments
- Communication with Facilities Suppliers and Contractors
- Maintaining accurate records and files
- Best use of rooms – Smart allocations

- To engage in Health & Safety training.
- To become a First Aid Officer and Fire Marshall. Full training will be provided as necessary

Typical Activities: (not exhaustive)

- listening to customer requirements and delivering on them
- maintaining relationships with existing customers in person, and via telephone calls and emails
- reservation taking for Events and Conference Rooms
- issuing confirmations to clients
- ensuring deposits are received in accordance with MIE policies
- issuing reports to the cleaning staff
- receiving payments and handling them correctly
- billing monthly for Institute departments catering usage
- liaising with the catering contractor
- gathering market and customer information for use in Sales
- assisting with tours that may be required at weekends
- recording information daily/weekly/monthly
- feeding future trends back to MIE so we can respond to future customer needs
- listening to and resolving customer complaints
- participating in client functions to ensure their success
- covering Reception when required to do so
- contributing to general MIE events
- ensuring high environmental standards are maintained
- complying with MIE's Policies and Procedures

Essential Skills:

- Computer literacy – no formal qualification required but a high level of competency is required for completion of day to day duties
- Excellent interpersonal and customer service skills
- Some knowledge of facilities issues and advantage
- Excellent personal presentation

Terms:

Predominantly Thursday and Friday but may include some additional hours at busy periods.

Garda Vetting

All successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the Institute's requirements in this regard will be excluded from consideration for appointment.

Making of Applications

To Apply:

Applications, preferably by email to careers@mie.ie or post to:
Human Resources
Marino Institute of Education
Griffith Avenue
Dublin 9.

Completed applications must be received by 5.00pm on Thursday 7 July 2022. Late applications will not be accepted.

The Institute will not be responsible for any expenses which candidates may incur.

The Marino Institute of Education is an equal opportunities employer.