



Are you looking for a new challenge and the opportunity to work with a key stakeholder in the Irish Tourism sector?

The Irish Hotels Federation (IHF) is recruiting for an Office & Events Assistant to join the team.

We are looking for a professional and reliable candidate whose core strengths include strong administrative skills, excellent verbal and written communication, adaptability, exceptional attention to detail and an ability to work on their own initiative.

The IHF is the national business representative organisation of the hotels sector in Ireland. Our primary function is to support and promote the interests of members and the wider sector by providing a strong voice on issues that impact our industry. Representing over 900 hotels and guesthouses nationwide, we are a key stakeholder in the tourism industry and work closely with industry partners, Government and State agencies across a wide range of policy areas to ensure the right conditions are in place to support Irish tourism and hospitality.

The IHF is an equal opportunities employer.

The purpose of the role is to provide project, event, reception and administrative support throughout all departments and will include (but will not be exhaustive) to the following duties:

- Day to Day office administration duties including:
 - Handling phone and email queries.
 - Creating and updating databases.
 - Inventory and ordering of office supplies.
 - Ensuring meeting rooms are adequately set up and equipped for meetings.
 - Scheduling meetings (virtual and in-person).
- HR support to include:
 - Assist with the rollout of a new HR Programme to member hotels.
 - Support with administration of the new HR Programme and awards.
 - Managing updates and uploads to the HR Portal.
- Member communications and Event support including:
 - Processing email & postal communications, marketing & surveys to members.
 - Updating content on company websites.
 - Facilitate the organisation of virtual and in-person events including Workshops, Webinars, Conferences and social events.

Requirements:

- Excellent written and verbal communication skills
- Ability to work in a fast-paced environment and adapt quickly to change.
- Strong IT skills. High proficiency in MS Office applications.
- The ability to manage multiple tasks simultaneously.
- A team player but also able to work on own initiative.
- Excellent numerical and analytical skills with strong attention to detail.
- 3+ years' previous experience.



This is a permanent, full-time position.

Location: Ranelagh, Dublin 6.

Salary Scale: €30,000 - €35,000 doe.

Excellent benefits & working conditions (some subject to a qualifying period) including but not limited to: Hybrid Working Policy, Death in Service Benefit, Company Pension and Free Parking.

Please send Cover Letter & CV to: jobs@ihf.ie

Closing date for applications is Thursday 2nd January 2025.