

RŌISĪN LAFFERTY

ABOUT US

Founded in 2010 by Róisín Lafferty, we are an award-winning interior design house fueled by our signature ambition to push the boundaries of what design can achieve. Our work emerges from a core belief that the spaces we occupy deeply impact our experience in the world— how we feel, how we think, and ultimately how we live. Every project we take on is an opportunity to enhance that experience for our clients, to pursue the unexpected while capturing something deeply essential about the material space and those who inhabit it.

Based in Dublin and hailing from around the world, we are a multidisciplinary team of architects, designers and marketing experts. Our studio embodies a global mindset while being rooted in a local perspective. In this way we are able to merge depth and authenticity with a bold and dynamic vision, creating an inimitable portfolio of environments that evoke imagination, captivate the senses, and give our clients something new every single time.

Like a couture gown expertly draped and sewn, a moment made timeless.

A monolith of marble floats, spiraling upwards through air.

A portal materializes in space, a passageway to a new world.

WE ARE HIRING

Office Administration Assistant - Temporary Contract

Are you an organized, detail-oriented professional looking to contribute to the smooth functioning of an executive office? We are seeking an Administrative Assistant to support our design studio and executive offices.

The duties & responsibilities of this role include but are not limited to:
Book Keeping/ Administration and general office duties

BOOK KEEPING

Accounts Payable:

- Check and verify source documents such as invoices, receipts, computer printouts / Procurement and General - HUBDOC
- Maintain Creditors Accounts
- Prepare Payments in line with agreed credit control

Accounts Receivable:

- Raise & issue client invoices
- Post Receipts
- Update Debtors Records

Reconcile and balance accounts

Credit Control

Maintain internal control systems

Prepare, payments and bank deposits

Maintain complete filing system to support financial records

OFFICE MANAGEMENT

Clerical, administrative and secretarial responsibilities as required to support staff

Maintain filing systems and record keeping in line with established systems

Ensure security, integrity and confidentiality of data

Adhere to office policies and procedures & advise of changes to improve operational efficiency

Oversee office maintenance tasks for IT, Phone, Insurance, Fire Alarm, cleaning staff and general maintenance of property.

Overall ensure smooth running of day to day office environment

Track and maintain Office inventory

Support Staff in preparation for photoshoots and client meetings

Weekly WIP preparation

Manage Kitchen Rota

ASSISTANT TO DIRECTOR

Travel Arrangements

Diary Management

Provide Administrative support

SKILLS AND EXPERIENCE

Strong administration skills .

Shows Initiative and the ability to work autonomously

Proficiency in Microsoft Office (Word, Excel, PowerPoint). Experience with Accounting Software

Excellent communication and writing skills.

Highly organized with attention to detail and the ability to multitask.

Flexibility and professionalism, with the ability to handle confidential information.

WHY JOIN US

We offer competitive remuneration for the ideal candidate. All applications will be dealt with in the strictest confidence.

For more information, please visit our website at www.roisinlafferty.com

Please send your application with subject "intermediate Designer" to info@roisinlafferty.com

Application deadline: Wednesday 9th of October 2024