



TURNING POINT INSTITUTE LIMITED



#JOB-2413347



23 Herbert Street, Dublin 2, D02 HD68



No of positions : 1



Paid Position



30 hours per week



30000.00-35000.00 Euro Hourly



23/09/2025



21/10/2025

How to apply

Application Method :

Not available



Open your camera
app & point here
to view this ad
online



Administrator

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Turning Point™ Institute is Ireland's leading education and training centre for Integrative Counselling and Psychotherapy.

As our Office Administrator, you'll play a key role in ensuring the smooth operation of administrative processes across the business. This is a varied role that will suit someone who enjoys managing multiple tasks, supporting internal teams, and maintaining efficient office systems.

Administration

- Handling all phone call and email enquiries
- Overseeing all administrative processes related to TPI activities, ensuring that they run smoothly and efficiently.
- Providing administrative support to the CEO, staff, students and the Board of Directors
- Ensuring all IT systems including online applications, sales and bookings are maintained and that issues that may arise are resolved efficiently.
- Updating website content, on a regular basis
- Organising and coordinating all TPI-related events such as interviews, research evenings, online meetings/webinars etc.
- Training new staff members in administrative and operational processes, as required
- Liaising with accounts tracking student/course fees, book sales and facilities-related income and expenditure.
- Completing office-related training courses, as required in cybersecurity, website management, GDPR etc.

Data Management

- Collecting, managing and storing all student data relating to applications, interviews, enrolment, registration, course work, evaluations and communications
- Managing and maintaining student, staff and company databases ensuring information is

accurate, up-to-date, easily accessible and GDPR compliant

- Preparing data analysis reports to support effective company planning and decision making
- Maintaining up-to-date staff records, including holiday and sick leave.

Facilities and Resources Management

- Managing the TPI rooms rental facility including user contracts, the online bookings system and payments.
- Managing the TPI book shop, both on-site and on-line
- Acting as the point of contact for service providers to ensure TPI premises are safe, clean and well-maintained, meeting fire regulations and health safety legislation guidelines.
- Tracking income and expenditure, ensuring optimal service and value for money is achieved

Essential Experience and Skills

- Experience: Previous experience in administrative roles, ideally in an educational setting
- Excellent ICT Skills: Proficiency in using Microsoft Office (Excel, Word, PowerPoint, Outlook) with the ability to host online meetings/webinars, to create online surveys and to adapt to new technologies.
- Attention to Detail: Accuracy and meticulousness in relation to data entry, management and storage.
- Communication Skills: The ability to communicate in a professional, friendly way with stakeholders, colleagues and the general public.
- Mindset: A proactive, problem-solving, flexible mindset

- **Sector:** education

Career Level

- Experienced [Non-Managerial]