



HarmonVaughan Ltd



#JOB-2444150



MIND AND BODY WORKS, 4 Main Street

Lower, Dublin 14, Dublin , D14 KC90



No of positions : 1



Paid Position



35 hours per week



36500.00 Euro Annually



22/04/2026



01/05/2026

### How to apply

#### Application Method :

Not available



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



## Office Administrator & Communications Assistant

### 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

Mind and Body Works was established over 20 years ago as a private counselling and psychotherapy centre. The organisation currently has three locations in Dublin and two in Galway. The centres are conveniently located on Wicklow Street, Dublin 2, Donnybrook, Dublin 4 and Dundrum, Dublin 14. The Galway locations are Wood Quay, off Eyre Square and Lower Dominick Street.

Assisting the centre's two directors and the Office Manager, the purpose of this role is to oversee the general office administration of our three Dublin centres and to offer remote support to our Galway centres, and to create content for the centre's social media platforms (Instagram, LinkedIn and Facebook).

We are looking for a person who is passionate about delivering a high quality, effective service to our clients. It is vital to us that our clients experience a warm, welcoming, confidential, and professional service when they contact us.

There is a large team of psychotherapists working across our centres. We currently have a team of 3 office administration staff working with us. The role of the new Office Administrator is to facilitate the smooth day-to-day running of the centres, answering phone and email inquiries, booking appointments, and communicating with the wider team, as well as creating content for social media.

#### Core Responsibilities:

- To assist the directors and Office Manager to ensure the smooth day-to-day running of the centres
- Maintain and help develop office systems and reports
- Organise and manage the front of house (Reception)
- Carry out general office duties, such as, answering phone and email inquiries, booking appointments for clients with suitable therapists, updating therapists' availability,
- Onboarding new therapists.
- Communicating updates with the wider team of therapists
- Create informative and dynamic content to be shared on our social media platforms

Carry out other duties that may be assigned by the directors or Office Manager

Person Specification:

Knowledge of Psychology or Psychotherapy (preferable but not essential)

Experienced in dealing with client/customer inquiries

Strong communications and social media skills

Excellent administration skills such as Word, Excel, Outlook and WordPress (website dashboard)

Excellent interpersonal skills (phone, email and face to face)

Commitment to providing the highest level of customer experience

Respect and dignity for others

Able to manage relationships with a wide range of individuals

The Position:

This is a full-time, on-site position of 35 hours per week.

There may be a requirement to work outside normal office hours on certain occasions. Our centres are open six days a week, Monday to Saturday. 8am to 9pm on Monday to Friday and 9am to 6pm on Saturday.

The Probation Period

A probation period of six months will apply.

The Location

The administration office is in our Dundrum Centre, Dublin 14

The Salary - Will be disclosed to applicants

The Holidays - 20 annual leave days

- **Sector:** human health and social work activities

**Career Level**

- Experienced [Non-Managerial]