



## **Job Proposal: Office Manager**

**Position:** Office Manager

**Organisation:** Congolese Chamber of Commerce Ireland CCCIRL

**Location:** Ireland

**Type:** (Remote/Hybrid)

### **About CCCIRL:**

The *Congolese Chamber of Commerce in Ireland (CCCIRL)* supports Congolese professionals and entrepreneurs in Ireland, while building economic bridges with the Democratic Republic of Congo. As we expand our operations, we're seeking an organised, reliable and proactive **Office Manager** to support our administrative and operational needs.

### **Role Overview:**

The Office Manager will play a pivotal role in ensuring the smooth operation of CCCIRL through efficient administrative support, effective communication, and coordination of key organisational activities. This role supports the Chairman/CEO, Senior Vice-President, Board of Directors, and CCCIRL team members by managing correspondence, scheduling meetings, and facilitating internal and external communications.

### **Key Responsibilities:**

#### **1. Administrative Support**

- Coordinate and schedule meetings, prepare agendas, and record minutes for board and team meetings.
- Manage correspondence, file documents, and maintain accurate records of organisational activities.
- Support communication between the Executive Committee and members
- Assist with internal and external correspondence
- Help coordinate logistics for events, appointments, travel, workshops, and executive meetings & engagements



## **2. Communication & Coordination**

- Coordinate and schedule meetings, prepare agendas, and record minutes for board and team meetings.
- Serve as the primary point of contact for internal communications, ensuring timely dissemination of information.
- Assist in the preparation and distribution of reports, newsletters, and other communications materials.
- Liaise with external stakeholders, partners, and vendors as needed.

## **3. Operational Efficiency**

- Oversee daily office operations, ensuring a well-organised and professional working environment.
- Support the execution of events and initiatives, including the coordination of logistics and resource management.
- Assist in the planning and implementation of strategic projects and organisational development initiatives.

## **4. Project & Event Support**

- Facilitate the organisation of events, workshops, and conferences by coordinating schedules, venues, and participant communications.
- Support the Chairman & CEO, Senior Vice-President and Board in preparing presentations and proposals.

## **5. Qualifications & Skills**

- Bachelor's degree in Business Administration, Communications, or a related field.
- Proven experience in an administrative or executive support role, preferably within a dynamic, multicultural environment.
- Excellent organisational, communication, and interpersonal skills.
- Proficiency in Microsoft Office Suite and other office productivity tools.
- Ability to multitask, work under pressure, and maintain confidentiality.
- Strong attention to detail and a proactive approach to problem-solving.

### **Requirements:**

- Excellent organisational and time-management skills
- Strong written and verbal communication
- Proficiency in Microsoft Office and/or Google Workspace
- Discretion, reliability, and a collaborative spirit
- Previous experience in a similar role is an advantage, but not required



## Why Join Us?

- Gain experience in a respected business-focused organisation
- Work with a passionate team and contribute to community empowerment
- Opportunity for growth and professional development within the organisation

*This role is ideal for a dedicated professional who is passionate about supporting organizational growth, fostering efficient communication, and ensuring the seamless execution of CCCIRL's strategic initiatives.*

Interested candidates are encouraged to send a short letter of interest and CV at [contact@cccirl.com](mailto:contact@cccirl.com) | [infocccirl@gmail.com](mailto:infocccirl@gmail.com)