



CE Administrative Assistant – Dublin

TITLE OF THE POSITION

CE Administrative Assistant

PURPOSE OF THE POSITION

To assist with the reception and administrative functions of the National Programme team and the Dublin counselling service.

To support the administrative work of the Team Leaders

REPORTING

The Administrative Assistant will report to the Susan Mc Feely and Patricia Mc Keever

DUTIES AND RESPONSIBILITIES

- Administrative and secretarial duties including word processing, data entry, record keeping, proof reading and report writing, stock control, liaising with suppliers, photocopying.
- Reception and information giving duties, including incoming & outgoing calls, incoming emails, post and visitors.
- Premises duties including maintaining storage areas, overseeing property maintenance, local messages, etc.
- Assisting with large mail outs including photocopying, envelope filling and franking the post.
- Minute taking at team meetings
- Assisting with National Support group contracts.
- Such other duties as required by Shine National Programme Team Leaders.

PERSON SPECIFICATION

Educational qualifications:

Good working knowledge of Office 365: ability to open, save, file and print documents. Familiar with and comfortable using Cloud storage systems and paper based filing systems

Work experience:

Experience working in a reception and office environment.

Skills:

Strong communication skills

Touch-typing skills

Ability to be on time

Ability to work within a team

An understanding of good customer care

Warm and professional telephone manner

Ability to manage a switchboard

Ability to work well under pressure

Experience or training in reception skills.

Hours of work 19.5 hours per week

Community employment is an Irish Government employment scheme. It is intended to give participants the opportunity to develop work related skills and gain work experience.

The criteria for participating on the Community Employment programme are based on age and length of time in receipt of various social welfare payments.

Please note that eligibility to participate on the Community Employment programme is linked to those in receipt of an Irish social welfare payment. Those persons not meeting the criteria under the Part-time Integration or Part-time Job Options, or who are signing for credits, or are receiving social welfare benefits from a different country, are not eligible to participate on Community Employment.

For Further information, please contact your local DP office.