

## JOB DESCRIPTION

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| <b>Job Title:</b>            | Administrator   |
| <b>Sponsor:</b>              | Carmichael Centre   |
| <b>Sub-sponsor:</b>          |   |
| <b>Location:</b>             | Carmichael House  |
| <b>Hours of Work:</b>        | 19.5 hours per week   |
| <b>Reports to:</b>           | For CE matters - Marie Lynch, Supervisor  |
| <b>Job Purpose:</b>          | To provide quality housekeeping services in the Carmichael Centre for Voluntary Groups. <b>MUST BE ELIGIBLE FOR COMMUNITY EMPLOYMENT</b>  |
| <b>Key Responsibilities:</b> | <ul style="list-style-type: none"> <li>• Handling all filing in an accurate and timely manner</li> <li>• Dealing with all incoming and outgoing post</li> <li>• Sending and receiving faxes and dealing with incoming faxes as and when appropriate</li> <li>• Answering the phone, dealing with the enquiry in a caring and professional manner as and when appropriate, and otherwise taking a clear and detailed message</li> <li>• Dealing with all other enquiries (mail, email, telephone, as directed by the Administrator</li> <li>• Data input into various databases to the highest level of accuracy (training will be provided)</li> <li>• Maintaining a diary and a detailed task list with all tasks ranked in order of the Administrator's priority</li> <li>• Distributing Board Minutes, Agenda</li> <li>• Assisting with meeting and conference organisation, as requested</li> <li>• Assisting the Administrator in any other matters, as requested</li> </ul> |
| <b>Skills:</b>               | <ul style="list-style-type: none"> <li>• Flexible and reliable</li> <li>• Able to work on own initiative and as part of a team</li> <li>• Willing to do a variety of tasks</li> <li>• Willing to undertake training</li> </ul>  |
| <b>Apply:</b>                | <b>PLEASE CONTACT YOUR LOCAL INTREO OFFICE</b>  |

**Carmichael is an Equal Opportunities employer.**