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| lyslogo **JOB DESCRIPTION****Administrator** | |
| **Employer:** | Limerick Youth Service |
| **Address:** | Southside Youth Space, Galvone, Limerick |
| **Job Title:** | Office Administrator |
| **Liaising With:** | Young people, staff & volunteers, community groups, parents etc. |
| **Funding:** | This Post is funded by Pobal through the Community Services Programme |
| **Overall Purpose**  **of Job:** | Responsible for providing administrative support in the provision of a quality youth service |
| **Primary Duties and**  **Responsibilities:** | **Front Desk**   * Act as first and main point of contact for all service users, visitors and clients. * Work closely with the Senior Administrator to ensure the smooth running of the premises * Assist in coordinating all front desk activities, including calls, room bookings and reception   **Administration**   * Maintain an efficient and secure attendance log and record data in line with GDPR requirements * Assisting with invoicing, ordering, weekly and monthly payroll using established guidelines and processes. * Using established skills in Word, Excel and Power Point, to create reports, spreadsheets, etc. * Ensure all post is despatched daily in a timely manner. * Proficient in the use of office machinery including scanners, photocopiers, printers etc. * Assist in ordering all stationery and sourcing keenest prices. * Act as an information officer for the centre in relation to Youth related topics/issues with young people, parents, agencies and the general public. * Assist in scheduling rosters of other staff members to ensure the smooth running of the premises * Maintain and manage an up to date & efficient filing system. * Maintain a high standard in relation to layout and presentation of documents, including proof reading, etc.   **Marketing**   * Development of marketing material such as leaflets to support events and advertise the facility * Actively seek new business and cold call * Work closely with Office Manager to coordinate work * Deal efficiently with any complaints and feedback * Be available for some evenings/occasional weekend work to allow premises to cater for external groups * Ensure consistency in relation to work completed.   **Other**   * Attend meetings and other organisational fora as required. * Carry out all activities in accordance with the Limerick Youth Service policies and procedures. * To carry out such other related tasks as may be assigned from time to time in consultation with the Manager. |
| **Applicants must have:** | * At least 3 years previous experience in a similar type role (Experience in the community and voluntary sector an advantage) * Ability to work on own initiative. * Excellent communication and interpersonal skills * Trustworthy and reliable * Ability to work as part of a team. * Flexibility to work someevenings/weekends |
| **Hours of Work:** | The normal working week is thirty nine hours. |
| **Holidays:** | The standard Agency policy regarding holidays and sick leave will apply. |
| **Salary:** | €21,294.00 |

