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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.
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| **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
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| **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 |

