

Office Administration Assistant/ Reception Staff

	Job description
Location:	Together-Razem Centre, Cork
Responsible to:	Office Administrator
Time commitment:	19 hrs per week

NOTE: Must meet THESE conditions:

Person who has been continuously unemployed for at least 12 months and “signing” on a full-time basis, and in receipt of a jobseekers payment from the Department of Social Protection for at least 12 months, and currently in receipt of Jobseeker’s Allowance

Key duties:

- Administrative support to the Office Administrator. Project Workers and CEO as required
- To answer s main phone line, respond to, direct and relay telephone messages and emails,
- Greet and assist office visitors, respond to and provide information to general enquiries, when required
- Pick up and distribute mail, open and date stamp all general correspondence
- To keep the company’s registers up-to date
- Ensure all donations are receipted and acknowledged; process payments for all Together-Razem events.
- Purchasing of office supplies/stationary and equipment as required in consultation with the office administrator
- Support with documentation
- Maintaining accessible manual and computerised files and records using ASYSTENT Case manager
- Provide necessary secretarial support and any other financial / administrative tasks as considered necessary by the Office Administrator
- Upkeep of Together-Razem web site and facebook profile
- Support Interns and volunteers working in Administration and Front Office
- Assist in the planning and preparation of meetings and events

Person Specification

Good written and spoken Polish – English Intermediate

At least Leaving Cert education

Some experience in a similar role an advantage

Ability to multi-task and coordinate different projects

Good verbal and written communication skills.

Friendly, flexible, can work independently and as part of a team

Good organisational and IT skills.

START: ASAP