



Together-Razem Centre - we are a dynamic charitable organisation run by professionals. We provide support for Polish and Eastern European migrants living in Cork County. We advise, support and promote integration.

Job Title: **Office Administrator**

Job Type: part-time contract 27 hrs per week, 6 months probationary period

Start Date: TBC (induction training will be provided)

Reporting Structure: Reports to CEO

The Office Administrator works closely with and provides assistance to the Chief Executive Officer to help fulfil the vision, mission and objectives of the Together-Razem Centre. Duties include secretarial, financial, office management responsibilities.

JOB DESCRIPTION

Main duties & responsibilities:

- a. performing secretarial duties including correspondence; telephone calls, meeting arrangements; preparation, delivery and maintenance of meeting notices and records
- b. responding to clients enquiries and complaints – reception duties
- c. preparing spreadsheets of financial activities and prepare monthly reports detailing income and expenditure for multiple projects
- d. preparing monthly financial accounts and bank reconciliations
- e. processing accounts payable ensuring timeliness and accuracy of information
- f. responsibility over managing petty cash and cash disbursements and office donations and all lodgements
- g. recording office expenditure and managing the budget and developing relations with accounting company working with Together-Razem
- h. assisting with all necessary work with CEO and Finance Subcommittee and also External Accounting/bookkeeping Services and auditor as assigned
- i. preparing annual audit documentation to be handed over to auditor company
- j. writing financial reports to Board of Directors
- k. managing TUS & Community Schemes participants & internships participants
- l. administration & assistance to Razem Academy School Manager
- m. maintaining records of all income received from all sources. Income is received for therapy services provided, grants, donations and fundraising
- n. maintaining records all client's files including case managements software, Projects Record Books and other office files
- o. assisting and administration of special projects as they arise (other organisations grants)
- p. organising the office layout and maintaining supplies of stationery and equipment
- q. performing a variety of administrative and clerical duties
- r. attending Board of Directors meetings and taking minutes when required
- s. to keep up-to-date and comply with all Together-Razem policies and procedure
- t. responsibility over English classes organisation
- u. organisation social media management



- v. other related duties as determined by CEO

Garda vetting

To comply with our Child Safeguarding policy, we require that all staff (and volunteers) at all levels complete a satisfactory Garda vetting process.

Salary

Rate: €13.50 per hour

Working hours, patterns and environment

- a) 27 hours per week.
- b) 3 days per week flexible (including one evening during a week)
- c) 20 days holidays pro rata.
- d) You will be occasionally required to work weekends and evenings
- e) Overtime is not paid but time in lieu can be agreed with the CEO

Reporting to: CEO

This post is subject on continuing funding to the service.

Requirements:

- Secretarial and/or office management skills
- **Fluent English and Polish is essential**
- Some previous Office Administration experience desired
- Proficiency with computer software, including Microsoft Office and relational databases with advanced skills in Excel
- Basic accounting, bookkeeping or related financial experience desired
- Strong interpersonal and communication skills - oral and written
- Effective time management and organizational skills with attention to detail
- Discretion and ability to work with confidential information
- Excellent customer service skills to work with wide variety of people, including clients, staff, board
- Willingness and ability to work independently
- Problem-solving skills
- Commitment to serve the Polish community
- Demonstrates courtesy, friendliness and consideration
- Thinks independently and creatively
- Cooperates with various audiences
- Remains flexible within changing environment and demands

TO APPLY

Please send a CV and cover letter (max 400 words) to info@together-razem.org. Both documents should be typed and send in word or PDF format (in English).

Please use the subject line "**OFFICE ADMIN**"

Deadline: 14th Nov 2021