

JOB DESCRIPTION



OFFICE ADMINISTRATOR

Together-Razem is a registered charity that aims to improve the living conditions of Polish and Eastern European migrants in Ireland. Together-Razem provides support in four main areas including advice and information, education, mental health support and integration. The organisation provides information, referral and linkage to necessary supports including social welfare, employment, advocacy around specific and emerging needs. Currently Together-Razem is delivering essential services to the Ukrainian refugees in Ireland.

Together-Razem wishes to employ an Office Administrator

The Office Administrator acts a first point of contact for queries by telephone and emails and supports the overall function of the organisation and helps the Chief Executive Officer to fulfil the vision, mission, and objectives of the Together-Razem Centre. Duties include secretarial, financial, office management responsibilities.

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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. operating and improving the administrative systems and database for Together-Razem projects and services
- d. preparing spreadsheets of financial activities and prepare monthly reports detailing income and expenditure for multiple projects
- e. preparing monthly financial accounts and bank reconciliations
- f. processing accounts payable ensuring timeliness and accuracy of information
- g. responsibility over managing petty cash and cash disbursements and office donations and all lodgements
- h. maintaining records of all income received from all sources. Income is received for therapy services provided, grants, donations, and fundraising
- i. recording office expenditure and managing the budget and developing relations with accounting company working with Together-Razem
- j. assisting with all necessary work with CEO and Finance Subcommittee and External Accounting Services and auditor as assigned
- k. writing financial reports to Board of Directors
- l. managing Community Schemes participants & internships participants
- m. administration & assistance to Razem Academy School Manager
- 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. Together-Razem website & 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

Salary: €30.326 pro rata

Working hours, patterns, and environment

- a) 32 hours per week.
- b) 4 days per week - Monday to Thursday
- c) 20 days holidays pro rata.
- d) Due to the nature of the work of Together-Razem, occasional evening and weekend work may be required
- e) Overtime is not paid but time in lieu can be agreed with the CEO

Reporting to: CEO

12 months fixed term contract with possible extension when funding is available

Requirements:

- Secretarial and/or office management skills
- **Fluent English is essential**
- **Polish language or any other Eastern European language is an advantage**
- Community background is an advantage
- Minimum one year experience in a public-facing and administrative role
- Excellent 'customer service' skills on telephone, in writing and in person
- Proficiency with computer software, including Microsoft Office and relational databases with advanced skills in Excel
- Basic 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
- Willingness and ability to work independently
- Problem-solving skills
- Commitment to serve the Eastern European community