

National Women's Council of Ireland

JOB DESCRIPTION

Job Title: Administrator

Reports to: Head of Finance & Operations

Main Purpose of the Job: To provide administrative support to the NWCI Director, Head of Finance & Operations & Organisation

Key Areas of Responsibility:

PA to Director

- Managing the diary of the Director in relation to arranging meetings (internal and external) etc.
- Handling of the Director's correspondence, including daily checking of emails and responding appropriately, taking minutes of meetings and preparing papers for meetings including gathering background information.
- Answering calls and liaison with external groups and agencies upon request and following up on invites, meetings etc.
- Reorganising and creating filing system for Director

Administrative support to Head of Finance & Operations and Organisation

- Providing administrative support to the Head of Finance & Operations, including assisting with the organisation of the AGM, preparation for Board meetings, minute taking at sub-committee meetings and assisting Board members when required
- Providing assistance in the organisation of events/meetings including arranging venues, catering and associated mailouts.
- Providing phone cover in the absence of the receptionist
- Attending monthly support sessions with the Head of Finance & Operations and producing a monthly work report
- Performing other tasks as assigned by the Head of Finance

Person Specification:

Ideally the candidate will have the following:

Principal Qualifications required:

A 3rd level qualification

Experience

At least 3 years' experience in a similar role in a Non-Governmental Organisation (NGO) or other relevant sector

Competencies (skills and Qualities)**Essential**

- Excellent communication skills, verbal and written and ability to build relationships
- Excellent administration skills
- High levels of attention to detail
- Proactive and efficient
- Proficient in the use of Microsoft Word, Excel and Outlook
- Ability to work to deadlines and establish priorities
- Flexible ability to deal with last minute tasks and integrate them with the overall workload
- Ability to work on own initiative and as part of a team
- Ability to address difficulties in a positive, calm and reassuring manner
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Desirable

- Experience with e-mail communications

Personal Qualities

- Ability to maintain confidentiality at all times
- Share the values and ethos of National Women's Council
- Commitment to social justice and equality for women
- Commitment to participative processes and ways of working
- Creativity & innovative approach to problem solving
- Self-motivated and driven
- Hard -working with a positive can-do attitude
- Responsible and reliable