

JOB DESCRIPTION – ADMINISTRATOR

Reports to: The National President
Irish Countrywomen's Association

Overview: Responsible for administration in Central Office to facilitate the efficient running of the Irish Countrywomen's Association

Contract: Permanent 4 days per week, 30 hours 9am – 5pm.
Subject to 6 month probationary period.

Essential Experience:

- A minimum of 3 years' experience in office administration
- IT proficient and experience of all Microsoft Packages and databases.
- Experience of working with all forms of social media.

Key responsibilities include:

1. Reception Duties:

- Meeting and welcoming people
- Answering telephone, taking messages and dealing with queries
- Checking e-mail
- Provision of relevant information where appropriate

2. Membership:

- Organising the Member Benefit Programme with external companies and organisations, negotiating discounts and exclusive offers for ICA members
- Co-ordinating the programme of education and training to ICA members
- Keeping accurate membership details on bespoke data base system
- Activating new members and printing membership cards when required
- Maintaining Data Protection at all times

3. Office Duties:

- PA support for National President
- Diary Management for National President
- Liaising with National Officers, National Executive Board and National Advisory Committee
- Dealing with correspondence
- Assisting in any other duties as requested by Line Manager
- Updating Social Media - Twitter

4. Computer literacy

- High level of competence with Microsoft Office Package including Word, Excel, PowerPoint

5. Events and Meetings

- Organisation of National Events – liaising with event management companies and organisers
- Sourcing and booking accommodation when required
- Sourcing venues for AGM and Conferences – managing same i.e. co-ordinating with venue for the requirements of the Association and with Speakers
- Attending the AGM and Regional Conferences if required
- To assist in any other ad hoc duties as requested

The Ideal Candidate will exhibit:

- Excellent organizational skills
- Excellent oral and written communication skills
- Strong attention to detail
- Excellent computer skills including Word and Excel
- Conscientious and Self-motivated
- Experience of working with volunteers

Closing date for receipt of applications is 23rd May 2017.

Please send cover letter and CV to:

Irish Countrywomen's Association, PO Box 12850, Dublin 4.