

JOB DESCRIPTION

TITLE:	Office Administrator
SALARY LEVEL:	Local Authority Grade IV
LOCATION:	Marlinstown Office Park, Mullingar, Co. Westmeath
RESPONSIBLE TO:	Sports Coordinator and Board of Directors
DURATION OF EMPLOYMENT:	Fixed term for a maximum of 3 years – subject to completion of 6 month probationary period.
WORK HOURS:	35 hours or as required to carry out the duties of the contract

Job Description:

- 1 To ensure that the day-to-day operations of the Sports Partnership office are run effectively and efficiently
- 2 To provide relevant information to individuals and groups and to ensure that good standards are maintained in all communications with the public
- 3 To develop and implement effective systems of administration, finance and information record keeping
- 4 To ensure that all information is effectively recorded and stored, including updating of databases
- 5 To maintain and update information on the website for the Sports Partnership
- 6 To assist in the production of a regular sports news bulletin for the Sports Partnership
- 7 To manage a booking system for a series of training education workshop to be organised by the Sports Partnership for the local clubs and sports organisations
- 8 To process and update information gathering from research surveys to establish the profile of sports in Co. Westmeath
- 9 To take the minutes at monthly meeting of the Sports Partnership Board of Directors
- 10 To be flexible in approach to work and undertake any other duties that may be required within the remit of the Sports Partnership
- 11** To perform any other duties as assigned by the Board/Partnership Co-ordinator

Person Specification

Factors	Essential	Desirable
Qualifications	Leaving Certificate Standard	ECDL, NCVA, PLC, FÁS, Office Administration
Experience	2 years relevant office admin. Experience Experience working with statutory, voluntary or private sector	Accounts experience and payroll good advantage
Core Competencies	Proven admin skills Fully conversant with Microsoft & Database systems Budget control & record management Presentation/Report Production skills Self motivated in addition to the ability to work within a team Excellent telephone manner & skills Excellent interpersonal skills	Interest in sport & physical activity
Special Competencies	Flexibility around working hours Enthusiasm and self motivation Driving license with access to car.	

The post holder will be expected to have excellent communication, organisational and I.T. skills; be of a good character, highly motivated and possess the ability to work on their own initiative.