

## Ag Eisteacht

We are looking for an experienced Administrative Assistant to support the office staff and our CEO with administrative and office duties. These are exciting times for Ag Eisteacht and a wonderful opportunity has arisen for the right candidate to work with a growing and dynamic team in a caring, supportive and relationship-centred environment.

**Ag Eisteacht: Full time Administrative Assistant for our head office in Northridge House, Cork. Temporarily remote due to COVID-19**

**Hours: 9am – 5pm**

**Days: Monday – Friday inclusive**

**Contract Type:** *This role will be a full-time office based contract. The contract will be for 12 months initially with the possibility of extension. A 3-month probationary period applies. Salary is dependent on experience.*

**Annual Leave: 25 days**

### Role and Responsibilities

The role of full-time Administrative Assistant is to assist with general office duties, as well as to assist the CEO with administration or planning tasks as necessary. The successful candidate will work with the internal staff team in the main office, which includes marketing, finance and the CEO. This role will report to the Operations Manager.

This role requires a competent individual with excellent capacity for engagement in safe online activity and key office packages.

**This role will include, but not be limited to the following:**

#### **General Administration – Responsibilities Include:**

**(please note that is this list is not exhaustive)**

- Support and maintain the ethos of Ag Eisteacht which is rooted in compassion and understanding with a strong training focus.
- Assist the CEO through various administrative tasks including but not limited to updating calendar, scheduling and hosting Zoom meetings, preparing MS Office files.
- Ad hoc duties to support the various functions in the team.
- Day to day office and administrative duties as required including stationery orders, petty cash, lodgements and post.
- Work with the Training and Office Administrative Assistant to update the CRM and prepare and update training materials.
- Preparing and collating materials for meetings, events, conferences etc.
- Assist with managing and updating files in company filing system
- Prepare and proofread training flyers and materials as required.
- Collating and reviewing evaluations from workshops and having a role within the team meetings as time goes on to feed this information into the organisation.

### **Competencies and Requirements:**

- 2 + years' experience working in a busy office environment
- Particular interest in working in the Not-For-Profit sector desirable

- Personable, honest, diligent and hardworking
- Efficient, highly organised and pays attention to detail
- Flexible approach to all areas of the role
- Good IT skills and experience with office systems (e.g. CRM System, digital marketing platforms, Survey Monkey etc.)
- Proficient in Microsoft Office, especially Word, Publisher, Powerpoint and Excel
- Proficient in using Mac OS and IOS
- Proactive and able to work independently
- Comfortable working in small office environment
- Fluent in verbal & written English
- Knowledge of GDPR
- Proficient in using Zoom as a platform for meetings and training
- Excellent communication and interpersonal skills
- Experience of working with a broad cross section of staff and professionals
- Be interested in and demonstrate a belief and enthusiasm for the work of Ag Eisteacht
- Proficient use in Eventbrite for bookings
- Proficient in the use of mail shots and newsletters via Mail Chimp

**Our culture will suit a flexible individual with an interest in working in the Not-For-Profit sector. We value colleagues who are personable, honest, diligent and hardworking. We work as a team to support and maintain the ethos of Ag Eisteacht which is rooted in compassion and understanding.**

**Interested candidates should forward a copy of their CV and a cover letter by 5 pm on Friday 18<sup>th</sup> June 2021 to Michelle Cogan via email: [michelle@ageisteacht.com](mailto:michelle@ageisteacht.com)**