

Job Description

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| Job Title: | Administrator |
| [Department/Region]: | Special Olympics Ireland Scheme office |
| Reporting To: | Supervisor, Finance Dept Special Olympics Ireland |

Summary

The purpose of this role is to provide assistance in the administration functions within the Special Olympics Scheme Office, facilitating communication and providing administrative support to Supervisor on behalf of the Special Olympics Ireland Community Employment scheme.

Duties and Responsibilities:

General duties

- to be ready and willing to work
- to use reasonable skill and care
- to obey lawful orders
- to take care of the company's property
- to act in good faith
- to disclose relevant information
- not to act in a way detrimental to the company's interest
- to be very careful not to divulge confidential information

Specific Duties

- Assist with administration duties associated with the work of the Supervisor and Finance Dept Staff that is related to the smooth operation of the Special Olympics Ireland Community Employment Scheme.
- Handle telephone queries, responding to requests for information and/or assistance, and recording messages for the relevant staff as needed.
- Assist in the provision of secretarial support to the Special Olympics Scheme Office staff, consulting with the Scheme Supervisor when necessary to prioritise the workload.
- Prepare and co-ordinate the incoming and outgoing office post as required.
- Assist in the general administration of the day-to-day book-keeping and finances of the Special Olympics Scheme office as required.
- Assist in the monitoring and ordering of office and stationary supplies and assist in the work associated with organising/maintaining the store room and sports equipment, counting sports medals where required and organising sports boxes for events as requested.
- Assist in maintaining and cleaning the general office space and own space.
- Undertake receptionist duties as required within the Special Olympics Scheme Office.
- Assist in the co-ordination and maintenance of the office filing system.
- To undertake photocopying duties as required.
- Serve as the point of contact in the Special Olympics Scheme office in the absence of the Supervisor.
- To assist with communications within the Special Olympics Scheme office itself, and between Central and Regional Offices.
- To consult with the Supervisor on a regular basis in relation to matters pertaining to the administration of the Special Olympics Ireland Community Employment Scheme.
- Undertake any other assignments as may reasonably be requested by the [Departmental/Regional] Director.