

Appendix 1

Job Title: Office Assistant

[Department/Region]:

Reporting To: Regional/ Department Director

Summary

The purpose of this role is to provide assistance in the administration functions within the Region/Department, facilitating communication and providing administrative support to staff and volunteers working on the Special Olympics Ireland Programme.

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 Regional/Department staff and related to the smooth operation of the Region/Department.
- 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 department office staff, consulting with the Regional/Department Director 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 diaries of the Regional/Department Staff 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 Regional/Department 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 Regional/Department office in the absence of the Office Administrator/Receptionist.
- Assist in notifying all relevant personnel of planned meetings, to book meeting rooms and to record and distribute meeting minutes as requested by the Regional Staff.
- To assist with communications within the Region/Department itself, and between other Regions and Departments within Special Olympics Ireland.
- To consult with the Office Administrator/relevant Staff on a regular basis in relation to matters pertaining to the administration of the Region/Department.
- Undertake any other assignments as may reasonably be requested by the Regional Director.