

Ag Eisteacht

We are looking for an experienced Office and Training Administrative Assistant to support the Office Manager and assist with office and administrative 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, flexible, office and training administrator for our head office in Northridge House, Cork.

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 office and training administrator is to manage the day to day duties associated with the frontline training work at Ag Eisteacht. 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 Office 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:

- Support and maintain the ethos of Ag Eisteacht which is rooted in compassion and understanding with a strong training focus
- Day to day office and administrative duties as required including stationery orders, petty cash, lodgements and post
- Efficient preparation of training materials
- Updating the CRM with training participant details
- Preparing and collating materials for meetings, events, conferences etc.
- Hold responsibility for managing and updating files in company filing system
- Ad hoc administrative duties to support the team
- Prepare and proof read training flyers and materials as required.

Training Administration – Responsibilities Include:

Have knowledge of and support administratively the training events at Ag Eisteacht. This includes, but is not limited to:

- Assisting with keeping training schedules up to date on all necessary platforms
- Create Survey Monkey links per course
- Manually upload Survey Monkey post course questionnaire for face to face training
- Collating pre and post course evaluations
- Undertaking the tasks associated with the closing of courses, including the collation, dispatching and filing of relevant materials and reports
- Capture and download testimonials following each course
- Keep up to date with relevant dates, conferences and events we should know about/ attend
- Clear and timely communication with training venues regarding trainer and participant requirements
- Monitoring and maintenance of the stock of training resources.

Competencies and Requirements:

- 2+ years' experience working in a busy office environment necessary
- 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
- Proactive and able to work independently
- Comfortable working in small office environment
- Fluent in verbal & written English
- 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 open courses
- Proficient in the use of mail shots and newsletters via Mail Chimp

Interviews will take place on the week commencing 21st September. Interested candidates should forward a copy of their cover letter and CV by 5 pm on Friday 11th September 2020 to Donna Hennessy, Office Manager, via email: donna@ageisteacht.com