



Job Description

National Administrator Worker

National Traveller MABS

Traveller MABS is a leading advocate for the financial inclusion of Travellers in Ireland. National Traveller MABS was formally established in 2005 as a National Organisation and it is funded by the Citizens Information Board.

The Mission of National Traveller MABS is to work to reduce poverty, discrimination and the financial exclusion of Travellers in Ireland by effecting change in policy and in practice and by building Traveller inclusion and capability in partnership with the Traveller Community.

Vision: National Traveller MABS foresees an inclusive Irish society where the Traveller Community participates fully and equally in all aspects of that society.

DUTIES:

- To prepare and maintain full and proper financial records of all transactions carried out on behalf of the company, including maintaining petty cash records and updating records on THRIVE.
- To provide secretarial and administrative support, including typing, record keeping, filing, input and maintenance of data information etc. as required.
- Maintain office supplies and place orders as required.
- To perform reception duties during opening hours of the Organisation.
- To type the minutes of meetings where required, and to maintain files relating thereto.
- To check the Company's emails on a daily basis and send to relevant staff.
- To undertake ongoing training and professional development, appropriate to the position.
- To attend seminars and meetings when directed by the Coordinator.
- To perform other duties appropriate to the role which may be required and agreed with the Co-ordinator from time to time.
- To update social media accounts in conjunction with other staff members including Twitter and Facebook.

Person Specification

Minimum Educational Qualifications:

- An administration qualification QQI Level 5 or similar qualification to include excellent computer literacy and competency in Microsoft Office.
- A minimum of 1 year's Administrative experience ideally within the service industry.

Commented [A1]: What are the minimum educational qualifications?

Essential Knowledge, Skills and Experience

Excellent IT skills including familiarity with uploading information to websites.
and experience of working with a range of applications including Microsoft packages.
Excellent verbal and written communication.
Proven ability to and experience of working as a member of a team.
Experience of working in an office environment.
Have excellent social media skills.

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Have excellent support skills.
Have proven ability and experience of working on own initiative.
Have excellent organisational skills.

Desirable Knowledge, Skills and Experience:

- Experience in arranging events and meetings.
- Experience in Minute taking.
- Proven ability to prioritise workload.
- Fluency in the English language.
- Switchboard operation
- Confident, discreet and professional at all times.
- Flexibility regarding meeting agreed deadlines
- Proven ability to communicate effectively, efficiently and appropriately with all colleagues, including management and other external individuals.