

TASC OFFICE ADMINISTRATOR

Job Description

The TASC Administrator will report to the Development Manager in respect of her/his general clerical work and in respect of her/his work for the Director to the Director.

This is not an exhaustive list of duties. The post holder is expected to work with and co-operate with the Director and other members of staff in the on-going development of TASC. The Administrator will be expected to have a flexible approach to work and to be prepared, within reason, to undertake other tasks, as needed.

The duties of the Administrator will be:

1. to be responsible for and/or to provide a range of secretarial & administrative services to the management team, including but not exclusively, typing, word processing, photocopying, recording incoming and outgoing correspondence, sending outgoing correspondence, minute taking, dealing with telephone calls, maintaining office diaries, organising appointments and meetings, and making travel arrangements
2. to provide general support and assistance to the Director, including arranging meetings, the preparation of draft minutes and distribution of the agenda and papers of meetings, as directed
3. to ensure proper files are kept, electronically and in hard copy
4. to maintain records of information on membership of board of directors, advisory council, economist network and such other groupings as established by TASC
5. to assist in the preparation and editing of TASC documents and to arrange for their publication, as appropriate
6. to assist in the organisation and running of conferences, seminars, workshops and other TASC events
7. to be responsible for the maintenance and updating of databases and circulation of material via same as required
8. to teamwork with other members of staff of TASC
9. to attend staff meetings
10. to act as health and safety officer
11. to undertake such other duties as may reasonably be required

Person Specification

- candidates should have at least 1 year's relevant experience to the position, sound judgement, integrity and flexibility.
- in addition candidates should have excellent interpersonal, English, typing, administrative, organisational and IT skills, including an excellent working knowledge of the MS Office suite of programs.
- Experience of event management would be a distinct advantage

Desirable Criteria

- a record of teamworking
- an interest in the general area of social development

Application Requirements

Send C.V. and cover letter for attention of Fran Brennan, TASC, 4th Floor, 13-17 Dawson St, Dublin 2 or by email to contact@tascnet.ie

The closing date for applications is Friday 12th February.

TASC regrets that it will not be possible to respond to applicants who are not shortlisted for interview. Candidates will be called for interview within two weeks of the closing date. Applicants who are not called for interview within that time can consider their application unsuccessful.

TASC is an equal opportunities employer

Terms and Conditions of Service

Tenure

The appointment will be for a fixed term of one year with the possibility of an extension.

Probation

A 6 month probationary period will apply. Satisfactory completion of a 3 month review, and of the 6 month probationary review is a condition of continued employment in the position.

Salary

Rate of pay is subject to discussion and agreement before appointment. Salary is paid monthly on the fourth week of the month through the employee's bank account.

Expenses

TASC will pay the holder of the position all reasonable and vouched travelling, accommodation and subsistence and other expenses wholly, necessarily and exclusively incurred in the performance of the duties of the position when she or he is absent from the TASC premises on TASC business

Annual Leave

The employee is entitled to 2 days leave for every month actually worked up in TASC. However three of these days leave must be reserved for the Christmas closedown period.

Working Hours

The hours of work are Monday to Friday from 9am to 5:30pm