

Rape Crisis Midwest: Office Administrator **(<https://www.activelink.ie/node/108759>)**



Position Title: Office Administrator

Reporting to: Executive Director

Core duties will include:

- Answering calls and query emails, taking messages and follow up when required.
- Responsibility for answering the Rape Crisis Midwest helpline, directing calls, message taking, logging calls etc.
- Maintain client confidence and protect operations by keeping information confidential
- Manage, order and stock control of office supplies
- Contribute to team effort by providing administrative support to the wider team
- Input data to national database and maintain records as appropriate
- Provide historical reference by developing and utilising filing and retrieval systems
- Ensure operation of office equipment and software
- Monitor center operational systems and prepare reports to ensure value for money is achieved
- Respond to other duties which may be assigned as required

Person Profile

- Experience in office management roles (**essential**)
- Fully competent in Microsoft Office (Word, Excel, Outlook) software programs and applications and Internet applications (**essential**)
- Strong administrative writing skills (**essential**)
- Strong organisation and time management skills (**essential**)
- Excellent interpersonal and communication skills both face-to-face and on the telephone (**essential**)
- Ability to cope with multi-tasking on multiple projects (**essential**)
- Ability to exercise discretion and diplomacy in dealing with clients and respect confidentiality in work-related matters (**essential**)
- Minimum of two years' experience in a similar role (**essential**)
- Awareness of the impact of sexual violence on survivors (**desirable but not essential**)
- Trained in appropriate responses to personal disclosures or specialist sexual violence training (**desirable but not essential**)

Terms & Conditions:

- This is a 17.5 hrs per week, Monday to Friday role
- Working hours will ordinarily be from 9.30 to 1pm, though flexibility may be required from time to time
- Annual leave for this post will be 15 days per annum
- Gross salary for this post is €16, 250 per annum
- Organisational pension of up to 5%

NOTE FOR ALL APPLICANTS

- Garda Vetting is a requirement. All prospective employees are required to declare prior convictions and whether they have been or ever having been the subject of any investigation or inquiry into abuse or other inappropriate behaviour.
- Please send CV and cover letter outlining your suitability to the role to info@rapecrisis.ie (mailto:info@rapecrisis.ie) – **closing date 4th July 2024 at 5pm**. CV's without cover letter will not be accepted.

Rape Crisis Midwest is an Equal Opportunities Employer.

Region

Limerick

Date Entered/Updated

6th Jun, 2024

Expiry Date

4th Jul, 2024

Source URL: <https://www.activelink.ie/vacancies/civil-liberties-human-rights/108759-rape-crisis-midwest-office-administrator>