

## **Irish Breeding Waders EIP Project: Administration Assistant** **(<https://www.activelink.ie/node/110926>)**



### **Job Title: Administration Assistant**

#### **Job Summary:**

We are seeking an **Administration Assistant** to join our dynamic team. This role involves performing a range of administrative tasks to support daily office operations and the broader team. While GIS (Geographic Information System) knowledge is advantageous, it is not essential for the position. Full training will be provided on any specific tools or software needed.

#### **Key Responsibilities:**

- Perform general office duties such as data entry, filing, managing correspondence (emails, phone calls, and mail), and scheduling.
- Assist with maintaining and updating records, databases, and documentation.
- Provide administrative support to the GIS department, ensuring smooth and efficient operations.
- Utilize basic GIS tools to support mapping and data analysis tasks (if applicable and if candidate has GIS knowledge).
- Work closely with GIS specialists to provide administrative support for GIS-related projects.

#### **Qualifications & Skills:**

- Proven experience in an administrative or office support role.
- Excellent organizational and time management skills with the ability to multitask.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong communication skills, both written and verbal.
- Attention to detail and ability to maintain accuracy in data entry and document management.
- Ability to work independently and as part of a team.
- Basic knowledge of GIS software (such as ArcGIS, QGIS) is an advantage but not required.
- Willingness to learn and adapt to new tools and software, including GIS if needed.

#### **Desirable Qualifications:**

- Experience working in a technical or data-driven environment.
- Familiarity with GIS concepts and applications (but not essential).
- Understanding of spatial data and mapping principles is a bonus.

#### **Benefits:**

- Competitive salary based on experience.
- Opportunity for growth and learning within the organization.
- Flexible working hours and supportive work environment.
- Training and development opportunities, including GIS training if applicable.
- Knowledge of conservation & the natural world

To find out more about this EIP – Agri project, you can visit the project website or <http://breedingwaders.ie/> (<http://breedingwaders.ie/>).

**Location:** Main Office in Moate, Co. Westmeath

**Type:** Full-time

**Salary:** €30,000- €35,000 pa (DOE)

## How to Apply:

Please send your application to [info@breedingwaders.ie](mailto:info@breedingwaders.ie) (<mailto:info@breedingwaders.ie>) by Friday 11th October 2024



### Region

Moate, Co Westmeath

### Date Entered/Updated

16th Sep, 2024

### Expiry Date

11th Oct, 2024

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**Source URL:** <https://www.activelink.ie/vacancies/interest-groups/110926-irish-breeding-waders-eip-project-administration-assistant>