

Good Shepherd Cork: Administrator Edel House (Part Time) **(<https://www.activelink.ie/node/110938>)**



*First a Home,
then Hope*

Administrator Edel House (Part Time)

Applications are sought for the part-time position of Administrator for Edel House with Good Shepherd Cork (GSC). GSC is an independent, Cork-based charity providing a range of residential and outreach services for women, children and families who are homeless or vulnerable to homelessness. Edel House provides emergency accommodation to women and children who are experiencing homelessness. The team in Edel House are responsible for delivering a service aimed at providing a welcoming, compassionate and professional service to the women and children in Edel House.

Edel house wish to recruit an experienced Administrator to support the team in Edel house and the wider GSC team to achieve the aims of the charity.

This is a part-time role (15 - 20 hours to be agreed) with flexibility.

Reporting to the GSC Finance and Business Support Manager key tasks include:

- Invoice, expense and purchase order processing
- Supporting contribution collection process
- General office duties & supporting the team with IT related enquiries
- Petty cash and debit/credit card expense tracking
- Tracking maintenance requirements for Edel house
- Supporting the Manager of Edel House and the GSC Finance Manager as required
- Assisting with returns and requests required by our statutory funders and auditors
- Assisting with the maintenance of HR related records
- Delivering training to new and existing users on GSC's IT and CRM systems

Requirements:

- Finance, information technology or business related qualification would be an advantage
- A minimum of 2 to 3 years administration experience ideally including purchase order and supplier invoice processing, office management, bookkeeping, supporting production of management accounts, managing budgets, producing reports and running enquiries
- Ability to understand and support our service users
- IT literacy and proficient in the use of MS Office applications including excel
- Excellent verbal and written communication skills, ability to connect with colleagues in a variety of roles
- Highly proficient in spoken and written English
- Problem-solving, listening and questioning skills
- Highly organised, ability to handle multiple tasks with excellent attention to detail
- A firm commitment to the ethos and work of Good Shepherd Cork.

Applications for the position may be made by sending a CV with cover letter clearly demonstrating relevant experience and suitability for the role to cmaxwell@goodshepherd Cork.ie (<mailto:cmaxwell@goodshepherd Cork.ie>)

Closing date for application is Tuesday 1st October 2024.

Region

Cork

Date Entered/Updated

17th Sep, 2024

Expiry Date

1st Oct, 2024

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