

## **Shine: Administrative Assistant (Part Time)** **(<https://www.activelink.ie/node/110972>)**



### **Administrative Assistant**

**Job Title:** Administrative Assistant

**Reporting to:** Office and Facilities Manager

**Salary:** €17,313.26 for 3 days – €28,855.44 FTE

**Hours:** 3 days per week

**Contract:** Permanent **Location:** Hybrid – supporting our team in Galway, Mayo, Roscommon

### **Purpose of the Role:**

To provide administrative support to the operations and services being delivered by Shine. Key to this will be the organising of the office and administration function to allow for the day-to-day smooth running of the assigned administration tasks and duties. The postholder will also be required to work closely with identified key staff within Shine.

### **Key Duties/Overview of Areas of Responsibility**

- To provide comprehensive administrative support of our management team such as proofreading, creation of reports, co-ordination of appointments, provision of statistics and taking minutes at team meetings.
- Providing administrative support to Project teams and Working Groups.
- To update and maintain administrative systems and databases, specifically Salesforce CRM and Microsoft Office 365 platforms.
- To operate and maintain an asset management system.
- Arranging appointments and meetings.
- Planning and organising administrative tasks and activities with the required efficiency and effectiveness.

### **Competencies**

- Planning and organising of activities and resources. Plans and organises activities and necessary resources efficiently and effectively.
- Understands the importance of time management and in particular how this translates to organising workload. Always maintains a professional level of performance. Participates in appropriate training as required.

### **Professional Development and Standards in the Service**

- Demonstrates sufficient administrative skills to meet the specific needs of the post. Ensures that all records and technical data are up to date and available if required. Continuous contribution to quality and efficiency initiatives.

### **Integrity & Decision Making**

- Holds an appropriate and effective set of professional values and behaviours. Makes decisions in a well-judged, logical and timely manner.

## Service Delivery & Initiative

- Maintains the trust and confidence in their work and information involved in their work. Takes initiative to move administration tasks forward to completion.

## Building and Maintaining Working Relationships

- Forms strong positive working relationships across the organisation. Demonstrates a supportive and reciprocating work style including strong empathy with service users. Works appropriately with all stakeholders.

## Team Working

- Works in collaboration with the other members of the team in the planning and delivery of the administration function. Attends and actively contributes to relevant meetings. Participates in training and developmental opportunities as identified and agreed.

## Person Specification

### Essential:

- Excellent inter-personal and communication skills. Must be able to write and speak English to a high standard.
- IT skills that include Word, Excel, PowerPoint, Zoom Meeting & Webinar Management, Microsoft Teams, Databases and Microsoft Outlook including Calendar Management.
- Previous administrative and relevant work experience.
- Previous experience in a remote or hybrid position.
- Ability to work on own initiative and as part of a team.
- Enthusiastic, flexible, adaptable, diplomatic and open to change.
- With attention to detail be able to process and distribute information quickly and efficiently.
- Excellent time management and organisational skills.

### Desirable:

- Previous experience of working in a not-for-profit organisation.
- Excellent knowledge of computer packages and online platforms.
- Knowledge of event planning and accounts.

**Applications can be made by emailing a current CV and covering letter to [recruit@shine.ie](mailto:recruit@shine.ie) (<mailto:recruit@shine.ie>).**

### Region

Hybrid / Galway, Mayo, Roscommon

### Date Entered/Updated

18th Sep, 2024

### Expiry Date

18th Oct, 2024

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