

The Wheel: Administrative Officer (Part Time) **(<https://www.activelink.ie/node/111057>)**



Administrative Officer (part-time)

Deadline: 4 October, 5 pm

An exciting opportunity for someone who has an interest in working to support the community and voluntary sector. This role will support the internal operations of The Wheel, the national association of charities, and provide support to our 2,400 members and the wider community and voluntary sector.

This is a part-time role (2 or 3 days per week), and we are very happy to provide flexibility for the right candidate. The post holder will work closely with the Senior Operations Manager and wider staff team.

The successful candidate will maintain a positive and responsive attitude towards collaborative working that encourages the best from and supports the efforts of others.

Role & Responsibilities

Member Support

- Be the first point of contact for members needing advice and support.
- Manage the office phone lines, responding & recording in our CRM system, Salesforce, as required. Full training will be provided.
- Update Salesforce where necessary in relation to updates/query tracking etc.
- Direct member queries to the relevant staff members.
- Update Salesforce to capture event attendee details.
- Publish job vacancies on The Wheel's website.

Office Management

- Manage all deliveries effectively.
- Co-ordinate the post to and from the office.
- Manage the purchase of office supplies and ensure cost efficiencies in relation to office running costs, where relevant.

Meetings and Events

- When there are face-to-face meetings in the office, coordinate these meetings, as requested.
- Organise room bookings with our landlord, room set up, teas & coffees.
- Set up any tech required.
- Greet visitors, clear the room after the meeting and anything else that may be required.
- Assist in the organisation of staff in-person days.

Other

- Provide Admin support to the CEO on a weekly basis.
- Provide HR Admin support as required.
- Provide general admin support for the Senior Operations Manager/ Directors as required.

- Carry out such other duties and or projects as the Senior Operations Manager or the Director of Finance may determine.
- To actively protect The Wheel's integrity through honesty, sincerity and service to its members whilst promoting nationally the benefits of association with The Wheel.

Person Specification

Desirable Experience:

- Experience in an administration/coordination role, handling customer service queries and responding to requests.
- Practical experience and understanding of working with Microsoft Office.
- Experience of a CRM system

Desirable Skills:

- Excellent administrative and organisational skills.
- Given the level of incoming and outgoing phone calls associated with the role, a professional, courteous and confident phone manner is required.
- An exceptionally strong 'customer service' orientation, with the ability to make a person (on the phone or face to face) feel they have been provided with what they need.
- Ability to prioritise and manage time according to deadlines.
- Strong attention to detail.
- Positive and pro-active approach to role.
- Must be capable of working as a team player, be highly motivated, enthusiastic and capable of using their initiative.
- Good written communication skills.

For a full role description and to apply visit:

<https://www.wheel.ie/jobs/administrative-officer-part-time>
(<https://www.wheel.ie/jobs/administrative-officer-part-time>)

Region

Dublin & Hybrid

Date Entered/Updated

20th Sep, 2024

Expiry Date

4th Oct, 2024

Source URL: <https://www.activelink.ie/vacancies/community/111057-the-wheel-administrative-officer-part-time>