Barnardos: ERK and HRIS Systems Admin Support Person (https://www.activelink.ie/node/112653)

Barnardos
Because childhood lasts a lifetime

Position: ERK and HRIS Systems Admin Support Person

Location: Dublin Location Christchurch Square, Dublin City

Duration and hours input: 1 day or 2 half-days per working week, ideally to include Wednesday morning.
We expect the role initially to last for up to 6 months with a potential to be extended.

Contact person: Lisa Tobin, lisa.tobin@barnardos.ie (mailto:lisa.tobin@barnardos.ie) 086-8570112 (tel:0868570112)

Barnardos is looking for a Systems Admin Support Person to assist with their ERK and HRIS systems.

Here are the key responsibilities for the Systems Admin Support Person role at Barnardos:

1. **Administrative Support**: Provide support to the ERK and HRIS teams using Eclipse and MS Office (Word, Excel, Outlook, PowerPoint).
2. **Data Maintenance**: Ensure data is accurate, up-to-date, and efficiently maintained.
3. **Report Preparation**: Gather information, compile statistics, and prepare reports using Excel and PowerPoint.
4. **Data Completeness**: Assist in reporting on data completeness and recommend amendments to improve data quality.
5. **Evaluation Reports**: Collate data on ERK records and create evaluation summary reports.
6. **Research and Development**: Conduct R&D on potential CRM solutions and related tools as time permits.

These responsibilities require strong IT skills, attention to detail, and the ability to work both independently and collaboratively.

For the Systems Admin Support Person role at Barnardos, the following qualifications are needed:

1. **Education**: Minimum Junior Cycle Certificate of Achievement or an equivalent level of education.
2. **IT Skills**: Proficiency in MS Office, including Word, Excel, PowerPoint, and Outlook.
3. **Experience**: Ideally, some directly relevant experience in a similar role. Familiarity with online meeting/webinar platforms is beneficial.
4. **Communication Skills**: Excellent written and oral communication skills.
5. **Interpersonal Skills**: Ability to work well in a team and collaborate with others.
6. **Organizational Skills**: Strong organizational and logical skills, with the ability to prioritize competing demands and work to deadlines.
7. **Confidentiality**: Awareness of confidentiality and the ability to handle sensitive queries.
8. **Initiative**: Ability to work independently and consult where appropriate.
9. **Creativity and Enthusiasm**: A creative and enthusiastic approach to work.

These qualifications ensure that the candidate can effectively support the ERK and HRIS teams and contribute to the smooth operation of Barnardos' administrative functions.

Region
Dublin

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Expiry Date
12th Feb, 2025

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