# Women's Aid: Administrative Assistant, Community Employment Scheme (https://www.activelink.ie/node/113113)



## About Women's Aid

Women's Aid is a national, feminist organisation working to prevent and address the impact of domestic violence and abuse. We do this by advocating, influencing, training, and campaigning for effective responses to reduce the scale and impacts of domestic abuse on women and children and providing high quality, specialised, integrated, support services.

**We are recruiting for the following position:**

# Administrative Assistant, Community Employment Scheme

The role of the administrative assistant will be to provide administrative support and to carry out reception duties to contribute to the overall smooth administration of the organisation.
The work will be underpinned by the values and principles of the organisation and will consistently promote the strategic goals of Women's Aid.

**Location:** Women's Aid, 5 Wilton Place, Dublin 2 (Note: this is not a hybrid working role)

**Hours:** 19.5 per week

## Main duties

- Working at Women's Aid reception
- Answering calls, transferring callers to relevant personnel, taking messages and passing them on to relevant personnel and checking voicemail. Maintenance of an excellent telephone manner is required at all times.
- Answering the door to callers, welcoming visitors and dealing with deliveries
- Dealing sensitively with potentially vulnerable callers to the office and on the phone
- Maintaining confidentiality of visitors and callers to Women's Aid at all times
- Checking email on a regular basis and taking appropriate action, under guidance of the Business Support manager
- Opening incoming post and date stamping all items, logging them, as appropriate.
- Franking items for dispatch and logging outgoing post
- Word-processing – produce documents to acceptable standards i.e. letters, notices, memos, etc.
- Printing documents, photocopying and scanning documents
- Arranging stationary and general office supplies orders for the organisation
- Being a first point of contact for external professionals (maintenance workers, cleaning team etc.) and others carrying out work in the building
- To perform other duties appropriate to the job as may be assigned from time to time by the Business Support manager.

## Knowledge and skills required:

- Computer skills including word processing, email and internet. Experience of Microsoft Office desirable.
- Excellent verbal and written communication skills, particularly answering calls at a busy reception
- Excellent interpersonal skills with a track record of working with members of the public
- Ability to work as part of a team and on own initiative

## How to Apply:

This post is under the Department of Employment Affairs and Social Protection's Community Employment (C.E.) scheme. Women's Aid is a sponsoring organisation for St. Mary's Community Project, Dublin 1. **Applicants must be eligible for the Community Employment (C.E.) Scheme.** Working hours are 19.5 hours per week.

**Information about the Community Employment Scheme:**
https://www.citizensinformation.ie/en/employment/unemployment-and-redun…
(https://www.citizensinformation.ie/en/employment/unemployment-and-redundancy/employment-support-schemes/community-employment-scheme/#09c600)

Closing date for applications: 5pm, Friday 14th February 2025.

Completed applications should be sent by email to:sinead.county@womensaid.ie (mailto:sinead.county@womensaid.ie) . Please note all Applications will be forwarded to St. Mary's Community Project to establish eligibility for the Community Employment Scheme.

CVs will not be considered.

Women's Aid strives to be an equal opportunity employer.

**Region**
Dublin 2

**Date Entered/Updated**
14th Jan, 2025

**Expiry Date**
14th Feb, 2025

| Attachment | Size |
|---|---|
| Women's Aid Administrative Assistant (CE) Job Description 2025.pdf | 435.27 KB |
| CE Receptionsist Application Form Jan 2025.docx | 131.45 KB |

**Source URL:** *https://www.activelink.ie/vacancies/civil-liberties-human-rights/113113-womens-aid-administrative-assistant-community-employment-scheme*