

Barnardos: ERK and HRIS Systems Admin Support Person **(<https://www.activelink.ie/node/114125>)**



Position: ERK and HRIS Systems Admin Support Person

Location: Dublin Location Christchurch Square, Dublin City

Duration and hours input: Wednesday mornings – 9am – 1pm

Contact person: Lisa Tobin, lisa.tobin@barnardos.ie (mailto:lisa.tobin@barnardos.ie)
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Role Description:

Support Barnardos' ERK and HRIS systems by maintaining accurate records and performing data entry tasks.

Key Responsibilities:

1. **Administrative Support:**
 - Assist ERK and HRIS teams using Eclipse and MS Office.
 - Ensure high-standard document presentation.
2. **Data Management:**
 - Maintain accurate and up-to-date data.
 - Prepare reports and administer databases.
3. **Data Completeness:**
 - Report on data completeness and recommend improvements.
 - Identify users needing extra support.
4. **Evaluation and Reporting:**
 - Create evaluation summary reports on ERK records.
5. **Research and Development:**
 - Conduct R&D on CRM solutions and integrations.

Person Specification:

1. **Communication Skills:**
 - Excellent written and oral communication.
 - Strong interpersonal skills.
2. **Technical Skills:**
 - Proficiency in IT and relevant software.
3. **Confidentiality:**
 - Handle sensitive queries with confidentiality.
4. **Teamwork and Collaboration:**
 - Work well with others and independently.
5. **Prioritization and Time Management:**
 - Prioritize tasks and meet deadlines.
6. **Organizational Skills:**
 - Strong organizational skills.

7. Personal Attributes:

- Creativity, enthusiasm, and fluency in English.

Region

Dublin City

Date Entered/Updated

28th Feb, 2025

Expiry Date

28th Apr, 2025

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