

Meath Community Drug & Alcohol Response: Office Administrator (Part Time) (<https://www.activelink.ie/node/114373>)



Meath Community Drug & Alcohol Response (MCDAR)

Are Recruiting a

Part-time Office Administrator

Position Information:

Job Title: Office Administrator

Employer: The Crann Support Group CLG

Location(s): Meath Community Drug & Alcohol Response, Abbey Rd Buidlings, Navan Co. Meath

Reporting to: The Project Manager of MCDAR

Contract: Part-time, Fixed-term Contract

Hours: 20 hours per week / 3 days

The Crann Support Group CLG are recruiting for the role of Office Administrator on behalf of the MCDAR (Meath Community Drug & Alcohol Response) Project.

About MCDAR Project:

MCDAR is a confidential community service providing a range of services to individuals and family members who may be experiencing difficulties with addiction. We operate our service on mutual respect, dignity, and equality. We are a safe non-judgemental environment where issues underpinning addiction can be explored.

Job Summary:

We're looking for a highly organised and proactive Office Administrator to help us manage the daily operations of our office. The Office Administrator plays a vital role in our success, ensuring operations run smoothly and our team have what they need to excel.

If your someone who thrives in a dynamic setting and enjoys working in a positive and inclusive atmosphere, we'd love to hear from you.

Principle Duties and Responsibilities:

- Oversee and coordinate office operations to ensure efficiency and effectiveness within the office.
- Managing the reception area, greet, assist and/or direct visitors and the public
- Maintain accurate records including invoices, petty cash account, reconciling transactions & assisting with supporting financial expenses at month end.
- Monitor compliance with company policies and procedures
- Assist in onboarding new team members, creating a welcoming and supportive experience

- Maintain and update inhouse IT Systems, HR Database, employee electronic files, shared drive and the services social media sites.
- Provide office support services in order to ensure efficiency and effectiveness within the office.
- Receive, direct and relay telephone messages and emails to the appropriate staff members
- Pick up and deliver the mail- open and date stamp all correspondence
- Maintain the general filing system and file all correspondence
- Assist in the planning and preparation of meetings
- Maintain an adequate inventory of office supplies, to ensure smooth office operation
- Provide word-processing, excel and PowerPoint support to staff
- Carry out any other duties deemed necessary, from time to time, by the Project Manager.

The above list is not an exhaustive list of duties, and you will be expected to perform different tasks from time to time in line with business needs.

Essential Knowledge, Skills and Experience Required:

- Proven experience in office administration role.
- An understanding of Community sector environment
- Work well in a team environment as well as own initiative
- Excellent organisational skills and the ability to manage multiple priorities effectively.
- Excellent verbal, listening and written communication skills.
- Computer skills including the ability to work proficiently with Microsoft Office
- Time Management Skills and the ability to adapt to changing priorities while maintaining attention to detail.

Excellent T&C's of employment

- Bike to work scheme & tax saver travel pass
- In house training days
- Employee Assistance program
- Access to company PRSA pension scheme

Garda Vetting, and two written references are a requirement for this role.

Apply with Cover Letter & CV to:

REF: Office Admin (MCDAR)

Post: The Crann Support Group, The Maudlins, Trim, Co. Meath, C15 Y32F

Email: jobs@crannsupportgroup.ie (<mailto:jobs@crannsupportgroup.ie>)

Closing date for applications is Friday, 28th March 2025



An Roinn Dlí agus Cirt
Department of Justice



North Eastern Regional
Drug & Alcohol
Task Force
Cavan - Monaghan - Louth - Meath



Region

Navan, Co Meath

Date Entered/Updated

12th Mar, 2025

Expiry Date

28th Mar, 2025

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