

## **Additional part-time receptionist / administrative assistant**

### **Catholic Primary Schools Management Association**

#### **Part – Time**

#### **Receptionist / Administrative Assistant**

**Applications** are sought from suitably qualified candidates. The post will be on an initial two-year fixed term basis and may be renewed thereafter.

The role offers candidates an opportunity to work in a fast-paced office environment.

#### **Job Description**

Reporting to the General Secretary the duties of the part-time Receptionist / Administrative Assistant will include:

- Answering phone calls (and email enquiries) and logging queries;
- Channelling calls to Education Advisors;
- General secretarial duties;
- Data Entry;
- Diary Management;
- Maintaining files, including photocopying, scanning, filing (paper and electronic files);
- Preparing materials for training seminars, AGM etc
- Inputting and maintaining records of the subscriptions of members;
- Assisting with other administrative duties as they arise
- Above list is not exhaustive.

#### **The suitable candidate will:**

- Have a level of education appropriate to the post (minimum Leaving Cert Standard);
- Have an excellent phone manner;
- Be proficient in Microsoft Office (especially Word and Excel and Outlook);
- Ability to work as part of a team.
- Have the ability to work independently, to prioritise work and to work under pressure.
- Be flexible with providing cover for unexpected absences.
- Excellent work ethic.

Previous experience of working in a busy office environment will be of advantage to an applicant.

CPSMA is an equal opportunities employer

#### **How to apply:**

Please send the completed Application Form to the designated email address below to be received no later than 5pm on Friday the 7th of February 2020. Applications received after the closing date will not be accepted. Email applications only will be accepted.

[applications@cpsma.ie](mailto:applications@cpsma.ie)

Closing date: 5pm on Friday the 7th of February 2020.