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| **JOB TITLE:** | Administrative Assistant |
| **DEPARTMENT:** | Human Resources |
| **LOCATION:** | Ashdale House |
| **RESPONSIBLE TO:** | HR Operations Manager |
| **HOURS:** | Monday ~ Friday: 9.00 am ~ 5.00 pm ~ 40 hrs  The post holder may be required at times to work outside his/her normal working hours for the effective performance of the duties of the post. |
| **PAGE:** | Page **1** of **2** |

**Purpose**

Continue to develop and implement comprehensive, effective and efficient administrative support service to meet our expanding business requirements. Working as part of a team you will provide key support to colleagues and provide high quality administrative support to all relevant services. Carry out these duties while adhering to company policies and procedures.

**KEY RESPONSIBILITES**

* Provision of efficient and effective administrative support to relevant services and undertake receptionist duties as required
* Monitor and update training administrative systems as appropriate, including creation of filing systems, retrieval and updating of information, both manual and computerised
* Assist managers and staff in organising training events.
* Maintain and manage the archiving system including recording and retrieval of all documentation archived.
* Collate, input and analyse data from services and other sources and produce reports as required by the HR Manager, Training and Development Officer and/or Directors.
* Participate in the induction of team members in regards to the administrative processes and procedures.
* Assist with the recruitment and selection process as required by the HR Operations Manager
* Undertake general office duties including drafting of letters, dealing with incoming and outgoing mail/emails.
* Maintain awareness of own and others Health and Safety and comply with company’s Health and Safety procedures
* Ensure filing systems are maintained.

**The Person**

* Excellent communication skills, highly articulate verbally and in writing
* Experience of working with confidential/sensitive material
* Ability to work under own initiative with minimal supervision
* Ability to prioritise workload, multi-tasking with minimal supervision and adapting to changing priorities
* Good organisational and time management skills
* Ability to input and interrogate computerised information using Excel
* Computer literate and proficient in all Microsoft packages
* Full driving license

**Essential Criteria**

* GCSE grades A-C or equivalent in English and Maths
* Minimum 3 years’ experience working in an office environment providing Secretarial/Administrative or PA support
* A working knowledge of Microsoft Word, Excel and Outlook

A background working in a Social Care environment though not essential would be an advantage in this role.

**Note**

**This job description is not definitive or restrictive and should be regarded as providing guidelines within which the post holder will work. It will be subject to periodic review in order to ensure it continues to meet the future needs of ASHDALE CARE (Ireland) Ltd.**