**JOB DESCRIPTION – ADMINISTRATOR**

Reports to: The Chief Executive

Irish Countrywomen’s Association

Overview:

Responsible for the administration and input of membership data input via Salesforce to facilitate the efficient running of the Irish Countrywomen’s Association. Full time position working from 9am until 5pm with 20 days holiday per year.

Essential Experience:

* A minimum of 3 years’ experience in office administration
* IT proficient and experience of Salesforce and all Microsoft Packages and databases.
* Experience of working with all forms of social media
* Basic understanding of the Irish language

**Key responsibilities include:**

1.     Reception Duties:

* Meeting and welcoming people;
* Answering telephone, taking messages and dealing with queries;
* Checking e-mail;
* Giving out relevant information where appropriate.

2. Membership management

* Keeping accurate membership details on Salesforce data base system
* Data entry with strong attention to detail
* Activating new members and printing membership cards
* Responding to enquiries for membership
* Liaising with the recruitment officers nationwide
* Maintaining Data Protection at all times

3.      Office Management:

* Maintaining the office system and ensuring its efficiency and effectiveness
* Dealing with correspondence
* Maintaining printer supplies
* Assisting in any other duties as requested.

4. Mailings and Print material

* Using Publisher laying out the monthly mailing
* Mail merging for envelopes, labels etc from Salesforce

5. Computer literacy

* High level of competence with Microsoft Office Package including Word, Excel, PowerPoint,
* High level of competence with Microsoft Publisher

6. Social Media

* Keep website updated
* Keep Facebook page updated and Twitter feed

7. Events and Meetings

* Periodic attendance at Board and Committee meetings to take minutes
* Attending the AGM and one Regional Conference per year
* To assist in any other ad hoc duties as requested

The Ideal Candidate will exhibit:

* Excellent Salesforce skills
* Excellent organizational skills
* Excellent oral and written communication skills
* Strong attention to detail
* Excellent computer skills including Publisher, Excel
* Self-motivated
* Basic level of Irish
* Experience of working with volunteers