



JOB TITLE: Office Administrator
JOB HOLDER: Vacant
REPORTS TO: Facilities Manager
LOCATION: Cairde le Cheile, The Vestry, St Conals Church, Letterkenny
Salary - €22k per Annum

1. The Organisation:

Cairde le Cheile are a registered charitable (Limited company, no share capital, not for profit) organisation based at St Conals Church, Letterkenny, Co Donegal. They provide sporting, social and employment opportunities to people with disability, and services to the elderly, local youth, community groups, and other interested parties.

2. Responsibilities:

- The Office Administrator will support the facilities manager with the day to day running of the office.
- The Office Administrator must be a motivated, flexible, team player who is able ensure that all necessary paperwork; invoicing, purchase orders, cash reports, mail in/out, etc is kept in an orderly fashion and available to the Facilities Manager and Board of Directors as required.

3. Duties

- Sort and distribute incoming mail to areas and staff within the organisation, and dispatch outgoing mail
- Write letters, reports or office memoranda using word processing programs
- Answer telephone enquiries, attend to visitors and assist other staff with administrative needs.
- Operate a range of office machines such as computers, photocopiers, and faxes
- Filing – Electronic and hard copy
- Record daily cash reports, receipts, and outgoings.
- Prepare and maintain accounts for auditing using Sage Accounts package.
- Preparation of cash/cheques for banking
- Payroll using Sage Accounts package.
- Credit control – invoices/purchase orders
- Performs any other operational duties as required.
- Liaise with the Facilities manager to ensure the work being carried out is according to the wishes of the Organisation.

4. Use of tools and equipment

- The office administrator will use computer, photocopier, fax, and other necessary office equipment.

5. Related Tasks

- Liaise with Facilities manager in relation to all matters pertaining to the running of the Cairde le Cheile office.
- Ensure office equipment is switched off when building is vacated.

6. Personal Requirements

- Have a working knowledge of Microsoft office programmes (word and excel)
- Knowledge of Payroll / Sage would be an advantage, but not essential as training will be provided.
- Able to work methodically, accurately and neatly
- Good oral and written communication skills
- Able to work as part of a team



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