ANA LIFFEY DRUG PROJECT

PERSON SPECIFICATION: ADMINISTRATOR

This person specification sets out the criteria which are essential or desirable for the post of administrator, and by which we will assess your application.

1. EXPERIENCE

1.1 Experience of general office administration in a busy environment [Essential]
1.2 Experience of the NGO/Healthcare Sectors [Desirable]
1.3 Experience of working in finance or procurement [Desirable]
1.4 Experience supervising staff or volunteers [Desirable]

2. SKILLS

2.1 Proficient user of MS Office, especially Excel and Word [Essential]
2.2 Proficient user of TAS Books or a similar accounting software package [Desirable]

3. QUALIFICATIONS

3.1 A relevant third level qualification or professional qualification [Desirable]
3.2 A full clean driving license [Desirable]

4. KNOWLEDGE

3.1 Demonstrates knowledge of good office administration
3.2 Demonstrates knowledge of procurement processes.
3.4 Demonstrates knowledge of the challenges of the not-for-profit sector.

4. SKILLS AND ABILITIES

4.1 Diligent and meticulous record keeping.
4.2 Strong communication and inter-personal skills at all levels.
4.3 Strong IT skills
4.4 Proven organisational skills with the ability to prioritise needs and objectives.
4.5 Ability to maintain accurate records and identify errors, omissions and irregularities
4.6 Ability to use initiative; apply sound decision making skills, and to make assessments of the needs of stakeholders.
4.7 Ability to act calmly in emergencies and respond in a professional manner to challenging and stressful situations
4.8 Ability to work within Ana Liffey structures.

5. ATTITUDE

5.1 Enthusiastic and committed to providing high standards of services for people who use the Ana Liffey.
5.3 A team player committed to consultative ways of working.
5.4 Friendly, approachable and flexible, with a “can do” approach to working.
5.5 Commitment to participate in supervision and in training and development.
5.6 Commitment to working within an environment which promotes Equal Status and has regard for the Health and Safety of others.

6. CONTRACTUAL

6.1 To work off site as necessary (within Ana Liffey’s guidelines).
6.2 To work anti-social hours as required.