

ANA LIFFEY DRUG PROJECT

JOB DESCRIPTION:	February 2016
POST:	Office Administrator
HOURS:	35 hrs / week
SALARY SCALE:	HSE Clerical Grade IV
HOLIDAYS:	25 days <i>per annum</i>
REPORTING TO:	Finance Manager
RESPONSIBLE FOR:	The smooth running of the Ana Liffey's administrative functions

JOB AND PERSON SUMMARY

Working as part of our busy back office team, your focus of responsibility is the efficient and effective administration of our organisation. You will work closely with the Finance Manager to refine, develop, create and operate systems and structures to help us best manage our office functions. You are a highly motivated organiser who thrives in a busy environment, and a task focused problem solver used to establishing and maintaining effective administrative systems. You are a skilled user of Microsoft Word and Excel, and are comfortable in the online environment. Preferably, you will have experience of financial and payroll software such as TAS Books and Sage MicroPay.

Please be aware that we have offices in a number of areas around Ireland. While it is envisaged that this role will be mainly based in our Dublin offices, you may also be required to work from other locations.

DUTIES AND RESPONSIBILITIES

1.ADMINISTRATION

- 1.1 To manage all incoming and outgoing correspondence
- 1.2 To file and maintain all office documentation in line with organisational policy
- 1.3 To further develop and implement policies on administrative file retention and security to ensure:
 - 1.3.1 Compliance with data protection requirements
 - 1.3.2 Where possible, a move towards a paperless office
- 1.4 To support the Volunteer Coordinator in coordinating and supervising administrative volunteers
- 1.5 To assist in the development and drafting of reports for funders

2. PROCUREMENT AND STOCK MANAGEMENT

- 2.1 To liaise with and be the key contact person for key suppliers, particularly in relation to:
 - 2.1.1 Office supplies
 - 2.1.2 Medical supplies
 - 2.1.3 Communications

- 2.1.4 Waste disposal and recycling
- 2.1.5 Building renovation and maintenance

2.2 With the Finance Manager, to ensure best value for all central purchases in line with all relevant procurement guidelines

2.3 To coordinate deliveries across all locations

2.4 To develop and maintain a stock management system across all areas of work

2.5 To develop and maintain an asset register for the organisation across all areas of work

3. HUMAN RESOURCES

3.1 To coordinate recruitment processes as directed by the Senior Management Team

3.2 To organise training sessions as directed by the Senior Management Team

3.3 To maintain appropriate organisational records in relation to training and recruitment

4. FINANCE

4.1 As directed by the Finance Manager, to assist with:

- 4.1.1 Petty cash management
- 4.1.2 Data entry and processing on financial and payroll software

5. GENERAL RESPONSIBILITIES

- 5.1 To continuously develop the role in conjunction with your line manager
- 5.2 To ensure that all services are being run in an effective and appropriate manner which meets the aims and objectives of the Ana Liffey Drug Project
- 5.3 To participate in internal/external meetings, training events, conferences and other functions as directed by a manager.
- 5.4 To participate in regular supervision and annual appraisal, and help in identifying your own job-related development and training needs.
- 5.5 To ensure that all Ana Liffey Drug Project policies and procedures are being adhered to, particularly those relating to Health and Safety, Complaints, Code of Practice and Confidentiality.
- 5.6 To contribute to the effective implementation of the Ana Liffey's Equal Status Policy as it affects both the Ana Liffey and its work with service users.
- 5.7 To carry out your work in a professional manner at all times
- 5.8 To work in accordance with the aims, values and ethos of the Ana Liffey at all times.
- 5.9 Undertake any other duties that may be required which are commensurate with the role as directed by a manager.