

# ANA LIFFEY DRUG PROJECT

## PERSON SPECIFICATION: OFFICE ADMINISTRATOR

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This person specification sets out the criteria which are essential or desirable for the post of office 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]
- 2.3 Proficient user of SAGE Micropay or a similar payroll software package [Desirable]
- 2.4 Proficient user of Salesforce or similar client management database systems [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 payroll and Revenue tax returns.
- 3.3 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.