



Administrative Officer

Job Description

Leave No Trace Ireland is looking for an energetic and creative **Administrative Officer** to join its team.

Salary: €28,000 pa, apportioned to contract terms

Hours: 21 hours per week (3 days)

Period: 6-month fixed term contract

Closing Date: 30th August 2021

ROLE RESPONSIBILITIES: (INCLUDE, BUT NOT LIMITED TO)

- Provision of administrative and secretarial assistance to the CEO and Operations Manager including typing of documents, preparing presentations, managing projects using MS Office and other desktop applications, the internet and email systems.
- Co-ordinate administrative arrangements and planning for internal and external meetings.
- Organise and schedule meetings with external stakeholders. On occasions attend meetings to record outcomes and follow-up actions.
- Disseminate information to Senior Management Team and maintain a system to ensure follow up and completion of actions.
- Organise and keep track of all projects and files handled by the CEO. Create and maintain databases and tracking systems.
- Develop and maintain the Boards paper filing and online Microsoft Teams Board and Executive folders. Make sure documentation is uploaded and up to date weekly
- Schedule and prepare Board sub-committee meetings and Senior Management Team Meetings. (This includes preparation of the logistics for the meeting, attendance, taking minutes, distribute materials for scheduled meetings and liaise with the Company Secretary as appropriate).
- Annually review the Board Induction documentation and filing system in liaison with our company secretary.
- Being responsible for processing expenses, credit card returns and raising purchase orders and other finance related duties
- Maintenance of appropriate records and files as required by the CEO or the other senior management members.
- Prepare agenda's, files and relevant paperwork for meetings, business trips and for other purposes, as required by the CEO and other senior management members.
- Organising travel and accommodation arrangements for CEO, Senior Management Team, and other colleagues where necessary.

- Provide administrative support to the Board of Directors where needed.

PERSON SPECIFICATION

EXPERIENCE/KNOWLEDGE

- Must have 2-3 years' experience in an administration role previously
- Confident and proactive communicator (both verbally and in writing) and highly computer literate.
- Proficient in Microsoft suites (Word, Excel, PowerPoint, Teams and Zoom)
- Strong customer service skills, willingness to go above and beyond
- Trustworthy
- Adaptable, Flexible and Open to Change.

COMPETENCES REQUIRED

- Strong interpersonal skills
- Skills to help and deliver quality service
- Excellent organisational and planning skills.
- A self-starter, capable of acting on own initiative and proactively managing competing demands and pressures and able to multi-task effectively.
- Must be able to work collaboratively, with a range of colleagues in the wider organisation, as well as with external stakeholders.
- Demonstrate a high level of accuracy, efficiency, and attention to detail
- Demonstrate experience of researching, collating, and writing briefing materials and management information reports.
- Flexibility and willingness to undertake varied responsibilities
- Demonstrable level of numeracy and ability to analyse statistical and financial data

APPLICATION DETAILS

- Position based at Westport, Co Mayo (with flexible working conditions)
- Start date September 2021
- Interested candidates should submit a copy of their curriculum vitae and cover letter to Rachel Shawe at rachel@leavenotraceireland.org. Leave No Trace Ireland is an equal opportunities employer.
- **Closing Date:** 31st August 2021

ABOUT

Leave No Trace Ireland is a not-for-profit company made up of member organisations with a shared interest in encouraging responsible enjoyment of Ireland's natural environment. The Leave No Trace programme promotes and inspires responsible outdoor recreation through education, research, partnerships and volunteerism throughout the island of Ireland. Leave No Trace Ireland now seeks

to appoint a dynamic Administrative Assistant to assist the development of the Leave No Trace education programme.