



Job Description: Swim Ireland Administrative Assistant (Full Time)



Reference: FT

Job Title: Administrative Assistant (full time)

Location: Swim Ireland, Sport HQ, 13 Joyce Way, Park West, Dublin 12

Reports to: Membership Manager

Job Purpose: To provide administrative support

Key Responsibilities & Accountabilities:

1. Assist in the provision of clerical, secretarial and administrative support
2. Provide support in the co-ordination of the work of the office including answering telephone, responding to email, typing, photocopying etc.
3. Inputting day to day transactions into Sage or similar accounts package, handling cheques and monies in preparation for lodgement
4. Undertake work assigned in relation to Club administration e.g. memberships, affiliation, transfers, including dealing with Club queries and updating the Swim Ireland website
5. Assist in work in relation to Associate member insurance scheme, certification of Education courses and affiliation
6. Collect and compile data and statistics
7. Liaise with other staff, Directors and outside agencies where applicable
8. Prepare presentations and projects materials as required
9. Organise meetings, events, flights, accommodation as required
10. Actively participate in continuing education and research activities consistent with the position
11. Undergo training for administering Garda Vetting process
12. Perform other miscellaneous job-related duties as assigned by the Membership Manager
13. To support the programme of change within Swim Ireland as it evolves and to embrace that change

In house training will be provided in the use of Swim Ireland specific packages e.g. Club and Member databases, the use of the Swim Ireland website and where required in the use of the Sage/similar accounts package

Hours of work

Hours will be 39 hours per week from 9am to 5.30pm

Proficiencies required/desirable for the position of Full Time Administrative Assistant

Skills and Qualities	Essential	Desirable
Qualification <ul style="list-style-type: none"> • Complete education to Leaving Certificate • Secretarial/Administrative/ECDL qualification • Work experience or previous employment • Work experience/qualification in book-keeping or accounts systems 	<p>ç</p> <p>ç</p>	<p>ç</p> <p>ç</p>
Experience <ul style="list-style-type: none"> • Proven experience related to providing clerical, secretarial and administrative support • General office skills and confident in the use of Microsoft Office packages, i.e. email, word processing, spreadsheets, proficient in using the internet • Knowledge of Sage/other accounts packages • Experience of liaison and communication with different groups of people • Experience in preparation of reports, and articles including posting information on website 	<p>√</p> <p>ç</p> <p>ç</p> <p>ç</p>	<p>ç</p>
Knowledge <ul style="list-style-type: none"> • Understanding the different aquatic disciplines • Understanding a Club based structure in Ireland • A general knowledge of sporting structure in Ireland 		<p>ç</p> <p>ç</p> <p>ç</p>
Personal Qualities <ul style="list-style-type: none"> • Strong interpersonal skills including the ability to liaise with a range of personnel • Self motivated, enthusiastic and organised • Ability to report effectively • Ability to work on own initiative, under pressure and to tight deadlines • Ability to work effectively as part of a team in an open office environment 	<p>ç</p> <p>ç</p> <p>ç</p> <p>ç</p> <p>ç</p>	
Other <ul style="list-style-type: none"> • Ability to communicate effectively in English • An interest in the development of Swim Ireland and responsive to the needs of members • Confidentiality • Excellent telephone manner 	<p>ç</p> <p>ç</p> <p>ç</p> <p>ç</p>	

Application should be made in writing quoting Ref: FT, enclosing your CV with an accompanying letter to:

**CEO,
Swim Ireland,
Sport HQ,
13 Joyce Way,
Park West,
DUBLIN 12
Telephone no. +353 1 6251122**

All queries regarding this position should be directed to the CEO, Swim Ireland.

Closing date for application: 23rd September 2008.