

JOB DESCRIPTION

TITLE:	ADMINISTRATIVE ASSISTANT (Part-Time)
REPORTS TO:	OFFICE MANAGER / FINANCIAL DIRECTOR
DEPARTMENT:	GENERAL OFFICE

KEY TASKS AND DUTIES

- 1) Answering and transferring incoming calls.
- 2) Sort and distribute incoming mail and emails.
- 3) Receiving and directing visitors.
- 4) Processing outgoing communication in the form of emails, letters, tenders etc.
- 5) General Office duties such as filing, photocopying, scanning.
- 6) Arranging refreshments.
- 7) May assist with overflow work from Office Manager.
- 8) Any other duties as may be reasonably required from time to time by your employer.

To be considered for this role the successful candidate will need the following:-

- Strong computer skills – Microsoft (Office, Excel, Outlook).
- Able to work accurately, methodically and neatly.
- Good oral and written communication skills.
- Able to work as part of a team.
- Neat personal appearance.

Please forward your CV to kjohnston@ballykine.com

