

ASSISTANT ADMINISTRATIVE OFFICER

Job Role/Purpose: CLG Ard Mhacha is now seeking a suitable candidate to fill the role of Assistant Administrative Officer to join our team. The role will involve working in a busy office environment within a small team and assisting with the day-to-day administration tasks. The successful candidate will play a crucial role in ensuring the smooth operation of our office.

Accountable to: County Administrator

Responsibilities include but not limited to:

- Undertake tasks as directed by the County Administrator
- Provide General Administrative Support
- Appointment Scheduling
- Phone Handling
- Note Taking
- Data Entry
- Deal with General Enquires

Skills and Qualifications

- 4 GCSE's Grades A-C plus 1 year's administrative/clerical experience.
OR
NVQ Level 2 in Administration (or equivalent qualification) plus 1 year's administrative /clerical experience.
OR
2 years of administrative /clerical experience.
- Excellent communication skills both verbal and written
- Attentive and patient – excellent listening skills
- High attention to detail
- Team player with the ability to work on own initiative
- Possess good organisational skills with the ability to prioritise
- Comfortable numerically
- IT confident
- Good understanding of the GAA



The role holder shall be required to work Monday to Friday, 9am to 5pm, and the role will include some evenings/weekend work.

Candidates interested in the above role should apply by completing and submitting the application form to humanresources.ulster@gaa.ie using reference **#JnrAdminOfficer** on or before 10am, Monday 4th December 2023.

