

Position of Administrator – Job Description

Title: Administrator
Duration of Employment: 12 month fixed full-time contract)
Reports to: Coordinator/Finance and Admin Officer

Responsibilities:

- Lead and Support the in administration of day-to-day finances:
 - Administer Accounts Receivable and Accounts Payable
 - Administer the monthly accounting reconciliations
 - Administer credit control/debt collection
 - Assist with procurement and risk management processes
 - Assist in preparation of year-end audit
- General office administration and secretarial duties including
 - Answering telephone and email queries
 - Filing/Photocopying
 - Ordering and maintaining office stationery stock
 - Dealing with incoming and outgoing post
 - Maintain office
- Assist in the organisation and booking of venues for the delivery of Sports Partnership courses/initiatives/workshops.
- Maintain Sports Partnership databases, ie participation, equipment etc.
- Support and maintenance of company online platforms Cirrico, Salesforce, Eventmaster, Assets Register etc.
- Undertake additional duties and tasks as requested by the Coordinator, Management and Finance & Administration Officer.
- Under current pandemic guidelines all employees of Cork Local Sports Partnership CLG are required to work remotely. The post will be office based pending the ease of remote working restrictions.

Knowledge and Skills:

- Prior working experience in a busy office environment
- Excellent telephone and communication skills
- Excellent computer skills with working knowledge of Access, Excel, PowerPoint, Word and Outlook
- Excellent organisational and time management skills
- Excellent attention to detail.
- Strong analytical skills.
- A high degree of flexibility with a strong team spirit
- Highly motivated, an ability to use own initiative, work as part of a team or independently as the situation demands
- Ability to work to deadlines and under pressure.

Qualifications:

- Relevant qualification in the area of administration is essential (e.g. Accounting Technician, Sports Administration)
- Relevant typing/secretarial & ECDL/Microsoft Office training.

Full clean driving licence

Cork Local Sports Partnership Company Limited by Guarantee wishes to invite applications from suitably qualified persons for the Administrator contract post. Reporting to the Coordinator and Finance & Admin Officer, the Administrator will be responsible for the administration of CSP accounting/book-keeping in addition to undertaking general office administration tasks. A competitive salary is offered for the duration of the fixed term 12 month contract. A detailed job specification can be obtained by emailing info@corksports.ie.

To apply please forward a cover letter and curriculum vitae by email to info@corksports.ie.

Applications to be received no later than 1 pm on Friday 23rd of April 2021.

Shortlisting will apply.

Cork Local Sports Partnership CLG is an equal opportunities employer.