



JOB DESCRIPTION

Administration Officer

ROLE

This key position within CDHN will support the Director and team of CDHN by providing strong administrative support and assisting with data management throughout the organisation.

MAIN DUTIES

Administrative support

- To provide administrative and secretarial support to the Director and team.
- To organise meetings and events including venue hire, audio visual requirements and catering. To prepare participant lists, name badges, training packs and all other documentation.
- To prepare agendas and papers for circulation, attend meetings and take accurate minutes.
- To prepare PowerPoint presentations for staff.
- To organise the office and carry out routine administrative duties such as filing, photocopying, ordering stationery and answering the telephone.

Data management/communications

- To accurately input data to the Salesforce CRM system, prepare reports and use the campaigns feature for event management.
- To support the Communications Officer with data cleansing in line with GDPR requirements.
- To assist the Communications Officer in preparing ezines, social media posts and other marketing material.

Human Resources

- To carry out Human Resources/personnel administration tasks such as management of annual leave sheets, returns to the Equality Commission etc.

Other

- To undertake and attend any training deemed necessary.
- To carry out any other reasonable administrative duties
- To provide support, from time to time, at meetings outside the office and outside normal working hours (time in lieu system in place).