

To advertise a vacancy with the JobStart Scheme, please complete all mandatory fields below.

	<u>Employer Contact Details</u>	* Signifies a mandatory field	
	Employer Name*	GLEN COMMUNITY PARENT YOUTH GROUP	
	Telephone Number*	028 90585544	
	Contact Name*	SHARON MCCULLOUGH	
	E-mail Address*	lenadoonforum@yahoo.co.uk	

	<u>Vacancy Taking: Vacancy Details</u>		
	* Signifies a mandatory field		
	Job Title*	Receptionist with Administration Duties	
	Employer Reference	JBREC0924	
	Number of Positions*	1	
	Hours per Week*	25	
	Workplace Location*	Glen Community Complex 41c Suffolk Road Belfast	
	Postcode*	BT11 9PE	
	Salary* (This must be a numerical value)	£11.44 per hour	
	Please confirm that you will pay the National Minimum Wage:	Yes, we will pay the National Minimum Wage	
	Work Time*	Monday-Wednesday 10.00am-1.00pm Thursday-Friday 9.30am-5.30pm	

Job Description*

Main Purpose

A Receptionist/Administrator is responsible for ensuring that Telephone calls are taken and directed to the appropriate staff member, that the office is organised and that daily tasks are completed efficiently. They must be willing to take on extra administrative tasks as and when required by colleagues and Co-Ordinators.

Principal Duties

1. Deal with queries on the phone, by email and on social media
2. Take a record of all phone calls.
3. Take delivery of post and distribute to addressee.
4. Type letters, reports and other business documents.
5. Send and reply to emails as directed by the Manager.
6. Follow GDPR.
7. Communicate through various platforms with colleagues, participants and other organisations.
8. Printing, photocopying and scanning documents onto computer and external drives.

Job Responsibilities*

- Undertake any other related responsibilities commensurate with the evolving objectives of the post and the evolution of Glen Community Parent & Youth Group
- Work flexibly if required.
- Undertake training in order to develop work related skills and knowledge.
- Ensure the effective implementation of and adherence to Glen Community Parent & Youth Group policies and procedures.
- Participate in Glen Community Parent & Youth Group Performance Management and Appraisal process, and agree short, medium and long term goals with line manager, and direct line staff.
- Identify learning and development needs with your line manager.
- Share best practice and achievements and contribute to opportunities to present outcomes.

Essential Skills*

- Experience as a Receptionist or Office Admin Assistant
- Proficient in MS Office (**MS Word & Outlook in particular**)
- Excellent written and verbal communication skills
- Strong organisational skills with the ability to multi-task
- Have a willingness to learn
- Strong Work Ethic
- Excellent time-keeping

Desirable Skills (if applicable)

- Knowledge of office management systems and procedures
- Working knowledge of office equipment, like Printers/Copiers and Scanners
- Attention to detail and problem solving skills
- Good time management skills and the ability to prioritise work

Further Information

This post is initially a Six Month Post with a possibility for permanent employment for the right candidate subject to funding.

Additional Applicant Info (DFC View only)

Please email all CV's or expressions of interest to:

Sharon McCullough

lenadoonforum@yahoo.co.uk

Languages Required

English