



The Position of Administrator

Job Description: This job description sets your general duties and responsibilities. However, these duties and responsibilities may change as the role develops. Any changes will be discussed with you in advance.

Job Title: Administrator

Place of Work: St John Paul II Pastoral Centre,
Rock Road, Killarney V93 6NHR

Job Summary: To ensure the effective day to day administration of the office, the administration of the Garda Vetting procedure for the primary schools of the diocese and work closely and collaboratively with the diocesan pastoral team to maintain a high quality of service to the diocese.

Main Duties:

1. **Administrative Support:** Manage schedules, handle correspondence, and act as the communication hub.
2. **Office Management:** Maintain office supplies, manage facilities, and coordinate with vendors.

3. **Financial Administration:** Prepare invoices, track budgets, and support payroll processing.
4. **IT and GDPR Support:** Liaising with the Diocesan GDPR and IT support.
5. **Garda Vetting:** Assisting in the pre-processing of Garda Vetting forms.
6. **Event Planning:** Organize and execute office events and meetings.

Core Responsibilities

1. Administrative Support

At the core of their role, the administrator will ensure the smooth functioning of the office. This includes:

- **Managing Schedules:** Coordinating and scheduling meetings, appointments, and events.
- **Document Management:** Handling incoming and outgoing correspondence, managing office files, and ensuring proper documentation.
- **Communication:** Acting as the primary point of contact for internal and external communications, including answering phones and emails.

2. Office Management

The administrator's key tasks will include:

- **Office Supplies:** Ordering and maintaining inventory of office supplies and equipment.
- **Facility Management:** Ensuring the office is clean, safe, and well-maintained. This may involve liaising with maintenance services and managing office layouts.
- **Health and Safety:** Ensuring that the policies are up to date and that all users of the centre are aware of them.
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3. Financial Administration

Handling basic financial tasks is another fundamental aspect of the administrator's role. These tasks might include:

- **Invoicing and Billing:** Preparing and sending invoices, tracking payments, and managing accounts receivable and payable.
- **Budget Tracking:** Assisting with budgeting and expense tracking to ensure the office operates within its financial means.
- **Payroll Support:** Supporting payroll processing by collecting and verifying timesheets and other relevant documents.

4. IT and GDPR Support

Managing the ongoing needs for GDPR of the Pastoral Centre team. This can involve:

- **Troubleshooting:** Assisting with the queries of parishes or coordinating with Diocesan GDPR representative for more complex issues.
- **Equipment Management:** Overseeing the maintenance and proper use of office technology, such as computers, printers, and phones.

5. Pre-processing of Garda Vetting forms

- **Data Input:** Uploading applicants' data on the Garda Vetting Portal
- **Liaison:** Primary schools, Diocesan Safeguarding Officer and National Vetting Bureau
- **File Management:** Maintaining filing systems of the Garda Vetting Forms

6. Project Management

The administrator may take on project management tasks, ensuring that various office initiatives are completed on time and within budget. This includes:

- **Project Coordination:** Assisting in planning, executing, and closing projects by coordinating resources, schedules, and information.
- **Reporting:** Preparing progress reports and updates for management.
- **Hospitality Management:** Ensuring that events run smoothly, from catering to setting up meeting spaces.

Essential Skills and Qualities

To excel in their role, office administrators need a diverse set of skills and qualities. These include:

- **Organizational Skills:** The ability to manage multiple tasks and priorities effectively.
- **Communication Skills:** Strong verbal and written communication skills for interacting with colleagues, clients, and vendors.
- **Attention to Detail:** A meticulous approach to tasks, ensuring accuracy and completeness.
- **Problem-Solving Abilities:** The capacity to identify issues and implement effective solutions quickly.
- **Tech Savviness:** Proficiency with office software and a basic understanding of IT systems.
- **Interpersonal Skills:** The ability to build positive relationships and work well in a team.