



## **West Offaly Training**

### **Part Time Administrator**

West Offaly Training is a social enterprise, community training not-for-profit project in Co. Offaly, involved in Training and Education of Soft Skills, IT and Health and Safety, part funded body by Pobal.

The successful candidate will join a small, dedicated team and work closely with the manager and staff to ensure company goals are achieved.

Your responsibilities:

- Organising exam papers, certificates and course manuals.
- ECDL & QQI administration
- Submit reports on training activities and results
- Maintain training records (e.g. trainee lists, schedules, attendance sheets)
- Book classrooms and ensure they are properly set up
- Administrate class announcements.
- Answering telephone and dealing with course enquiries.
- Daily office administrative duties, invoice, filing & petty cash.
- Handle accounts receivable and ensure invoices are paid
- Monitoring office stationary.
- Processing quarterly returns
- Supervise online ICDL exams when required
- Maintain company's social media presence.
- Set up facilities and locking up as needed.
- Update and maintain company records, equipment and facilities as needed.

#### **Essential Requirements**

- Full clean driving licence and own transport.
- Administration skills
- Knowledge of office procedures and billing
- Excellent presentation skills
- Strong organisational and time-management skills.
- Excellent communication skills
- Ability to work on own initiative
- Punctuality & reliability

#### **Desirable Requirements**

- Knowledge of QQI (Quality and Qualifications Ireland)
- Knowledge of social media platforms