

# Administrative Assistant

The Science in the City Team is looking for an Administrative Assistant to help with office duties and responsibilities, by providing administrative support to ensure efficient operation of the project. If you are a highly motivated and organised individual this is the job for you. Tasks may include directing and leading the work of others, while relying on experience and judgement to plan and accomplish goals with a wide degree of creativity. Typically reports to the Project Manager.

## Remuneration

Salary: €8 per hour

Hours/week: 20

Duration: July - Mid October 2022

## Roles and Responsibilities

- Maintain contact lists
- Assist in the preparation of regularly scheduled reports
- Follow procedure required to make payments, obtain all quotes, compile memos, open requisitions,
- Ensure payments are made in a timely manner.
- Develop intern skills by providing information, educational opportunities and experiential growth opportunities
- Contribute to team effort by accomplishing related results as needed
- Write letters and emails on behalf of office staff
- Maintain computer filing systems
- Handle sensitive information in a confidential manner
- Take accurate minutes of meetings
- Coordinate office procedures
- Reply to email, telephone or face to face enquiries
- Develop and update administrative systems to make them more efficient
- Manage staff appointments

## Applicants experience and qualifications

- Post secondary school diploma or general education degree (GED) required.  
Diploma in Accounting and Admin preferred.
- 2-3 years of clerical, secretarial, or office experience
- Proficient computer skills, including Microsoft Office
- Strong verbal and written communication skills
- Comfortable with routinely shifting demands
- High degree of attention to detail
- Data entry experience