

Project Administrator (F/T) @ €25,658 per annum pro rata

As an agile, dynamic, and progressive organisation, IDP is adapting their team to ensure we underpin our people-centered approach. We are looking for a dedicated and experienced Project Administrator to assist in the delivery of our projects.

Based out of our IDP Buncrana office, we are looking for a responsible Administrator to provide the necessary clerical support to our Development Officers in the day-to-day operations of their projects.

The position will require that you be highly organised and able to multitask with ease. You will need proven written and oral communication skills and have a problem-solving attitude with an eye for detail.

The main tasks include booking meetings and events, maintenance of database information, follow up with participants for monitoring and evaluation and ensuring clear communication with management on project activities.

Our ideal candidate will have a level of experience as an Administrator, Secretary, or relevant administrative role. Familiarity with office management procedures and basic accounting principles would be advantageous and you should also be familiar with office software (e.g. MS Office), including word, spreadsheets, access databases and PowerPoint presentations. Knowledge of SAGE payroll an advantage.

Responsibilities

- Liaising with Training Providers regarding time schedules, invoices, receipts etc.
- Contacting participants regarding upcoming training and payments
- Booking of venues and scheduling events
- Ordering office stationery and supplies
- Maintaining internal databases and a filing system for data on customers and external partners
- Organising and maintaining Evaluation Sheets and Sign in Sheets
- Answering and redirecting participant phone calls and email queries
- Submit invoices for payments with requisite supporting documentation and update monitoring systems
- Support the preparation of regular reports and presentations
- Proofread press releases and policy position papers
- Organize, store, and print project documents as needed
- Liaising with External Agencies regarding funding and expenditure as required including attending meetings where necessary.
- Typing of Minutes of Meetings.
- Other duties as required by IDP



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