

Misean Cara is seeking an Office and HR Administrator

MISEAN CARA

Misean Cara is an Irish faith-based organisation supporting the overseas development work of missionaries. Collectively, Misean Cara's 88 members work in over 50 countries and are part of a much bigger global missionary network with an extensive reach in Africa, Asia and Latin America.

POSITION SUMMARY

Misean Cara is seeking to recruit a suitable candidate for the position of Office and HR Administrator. Reporting to the Financial Controller, the Administrator will work alongside one other Administrator.

The purpose of this role is to assist in ensuring the smooth and efficient running of all aspects of the office. This role contributes to Misean Cara's critical success factor of enhancing organisational excellence.

This is a cross organisational role supporting five teams in Misean Cara and varies in complexity and range in terms of the tasks and responsibilities involved.

Reports to: The Financial Controller

General Administration

- Provide administrative support to teams across the organisation
- Monitor telephones for incoming calls and ensure back-up for other Administrator
- Monitor shared mailboxes (including Info, Jobs, Tender, etc) and forward enquires to relevant staff members as appropriate
- Coordinate emails being sent out from shared mailboxes
- Coordinate office facilities and maintenance in conjunction with the other Administrator
- Manage stationery, household, building, and equipment supplies in order that office is adequately equipped, respecting budgetary limits
- Follow up with suppliers on any issues regarding invoices or goods
- Provide logistical support for internal and external meetings, workshops, events
- Attend and record decisions from internal project review meetings
- Draft letters for a variety of purposes including visa support applications, Embassy requests, membership enquiries, etc.

Support to the CEO

- To support the CEO in preparation for board and committee meetings
- To support organisational planning and coordinating of meetings as required
- To organise the AGM in conjunction with the CEO

Support to HR processes

- To support all administration associated with HR processes, from recruitment and onboarding through to offboarding
- To support the CEO and line managers on HR administrative matters
- To track PMDS done within timeframes and filed accordingly

- To ensure monthly timesheets are completed and filed
- To ensure annual leave sheets are completed and filed
- To champion wellbeing in the organisation and to actively promote the employee assistance programme

Information Support

- Maintain off-site document management (filing and retrieval)
- Provide project support
- Monitor and coordinate information requests from, and responses to, key funders

Member Support and Liaison

- Respond to general queries and forward specialised queries to relevant staff members
- Support with funding proposal and contracts as required
- Support in advance of staff field visits
- Support during events such as AGM and Members' Meetings

Support to Finance

- Process order requisitions, invoices, and payments in liaison with the Finance Team
- Follow up with suppliers of goods and services on any issues in relation to invoices or goods and carry out all filing related to same
- Administrative support for audits and other ad hoc finance tasks as required

Experience and qualifications

- Preferably 4 years' experience in administration in a professional office environment
- Relevant qualification such as public administration, secretarial/business studies, accountancy
- ICT skills
 - Advanced MS Office – Word, Excel, PowerPoint, SharePoint, Outlook
 - Zoom/Skype

The essential skills and attributes required of the Administrator are:

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| <ul style="list-style-type: none"> • Excellent customer focus and people skills • Excellent organisational and administrative skills • Strong communication skills including tact, diplomacy, and discretion • A thorough and methodical approach to your work • Attention to detail and accuracy essential • Ability to prioritise a large workload, multi-task, and work to strict deadlines | <ul style="list-style-type: none"> • Strong numeracy skills – aptitude for creating/editing complex files using Excel • Awareness of GDPR • Ability to show initiative in solving problems in an analytical and practical way • Team oriented and collaborative, with a flexible attitude • A high degree of self-sufficiency and initiative • Positive attitude, strong work ethic with a cheerful “can do” attitude |
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Additional skills and attributes that would be desirable are:

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| <ul style="list-style-type: none"> • Experience using Salesforce (or similar CRM) and using IT project management systems • Experience working in a not-for-profit or membership type organisation | <ul style="list-style-type: none"> • An affinity with development work undertaken by missionaries • Interest in international development issues |
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Terms and benefits:

- Salary range €25,000 to €30,000 DOE
- 42-hour week (37 hours net)
09:00-17:30 Monday to Thursday
09:00-17:00 on Friday
- 6 months' probationary period
- Pension entitlement after probation
- Life assurance cover upon joining
Misean Cara up to the age 65 years
- 24 days annual leave + 1 mental health day entitlement
- Training will be provided on Misean Cara's bespoke IT Project Management System (MissionLinks) and Conga (data extraction plug in)
- Supportive team environment
- An induction programme will be prepared for the successful incumbent in the first weeks
- All positions in Misean Cara are subject to full reference checks and medical

To apply: please send a cover letter (max one page) outlining how your motivation, experience and skills fit the role and an up-to-date CV to jobs@miseancara.ie Please insert "Administrator" in the subject line.

Misean Cara is an equal opportunities employer and welcomes applications from all sections of the community. Applicants must be legally entitled to work in Ireland at the time of application.

Closing date: **Monday 21st November 2022 at midday**

Interviews: will be held shortly thereafter