

Mayo Education Centre

Full Time Clerical Officer - Grade 3 Job Description

The Mayo Education Centre has responsibility for In-service Education for teachers in the Mayo area and, with the Department of Education and Skills for curriculum initiatives nationally.

A Temporary Clerical Officer is being sought for recruitment for the Mayo Education Centre office in Castlebar.

The successful candidate will:

Work in the administration office under the guidance of the Director, Centre Administrator and Management Committee. The main duties and responsibilities will be outlined to you on an ongoing basis by the Centre Administrator.

The role will mainly involve the following tasks: -

- Administration for specific courses/projects.
- Working with Microsoft Word, Excel, Databases, Outlook and editing websites.
- Managing Online Course Bookings
- Telephone, call transferral, message taking as appropriate
- Dealing with all queries regarding courses, i.e. booking venues, catering, equipment etc.
- Issuing of receipts for course fees & use of credit card terminal.
- Franking mail/posting mail
- Notifying participants of courses and relevant changes
- Processing rolls of attendance at seminars/evaluation forms
- Invoicing for completed courses and inservice.
- Helping with Teas/Coffees when required
- Occasional visit to Post Office
- Other duties related to work of the Centre as may arise from time to time or requested by the Director or Centre Administrator.

Suitable candidate must have

- Excellent interpersonal, organisational and communication skills to work as part of a small team and liaise with relevant personnel as required.
- Excellent ICT skills to include upkeep of website, databases and spreadsheets.
- Ability to handle multiple tasks with high attention to detail.
- Ability to work flexibly with a small office team

The appointment will be made by Mayo Education Centre to its office in Castlebar.