

## Job Description Template for Tús Work Placement Participant

<b>Name of Host Community Organisation:</b>	Financial Advice Provider
<b>Reporting to:</b>	Onsite Manager
<b>Job Title:</b>	Helpline Administrator
<b>Number of positions required:</b>	1
<b>Main Tasks:</b>	<ul style="list-style-type: none"> <li>• Develop and maintain an efficient records management system for MABS Helpline</li> <li>• Assist and maintain MABS Helpline Mailboxes</li> <li>• Provide administrative support to MABS Helpline Manager and Team</li> <li>• Oversee and maintain purge of all calls, emails and documentation within the Helpline retention policy</li> <li>• Oversee and maintain purge of all HR Files based on retention policy</li> <li>• Set up and maintain all HR files digitally</li> <li>• Order and maintain publications and stationery</li> <li>• Reports and Statistics</li> </ul>
<b>Skills Required:</b>	<ul style="list-style-type: none"> <li>• Excellent IT skills, including proficiency in the MS Office suite of products, in particular advanced Excel</li> <li>• Ability to provide comprehensive secretarial and administrative support to Helpline Manager</li> <li>• Be meticulous and detail-orientated, specifically in relation to management and treatment of data.</li> <li>• Knowledge of and skills in maintaining records/files</li> <li>• Excellent numeracy skills</li> <li>• Ability to manage deadlines and produce timely and accurate reports</li> <li>• Ability to and experience of, working as a member of a team</li> </ul>
<b>Place of Work:</b>	Commercial House, Westend Retail Park, Blanchardstown D15 XY0F
<b>Preferred days or times of work (e.g. Monday-Friday, mornings/afternoons etc)</b>	Flexible
<b>Any other work related requirements</b>	
<b>Is Garda Clearance Required for this position:</b>	No
<b>Contact:</b>	If you are interested in applying for this role, please contact our Team Leaders at <a href="mailto:tusvacancies@empower.ie">tusvacancies@empower.ie</a> or call 01-8209550 to discuss further. Note: If you are getting Jobseekers Allowance and have break(s) of up to 30 days in your jobseekers record over the last 12 months, you will be eligible for Tús.

