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Carmichael is a leading specialist training and support body for nonprofits in Ireland. Our training, support and resources enable our members and partners to be:

* Better informed and equipped to carry out their own remits more effectively
* Aware of and able to employ best practice for good governance
* Better networked with and supported by peer organisations
* More efficient and effectively run so that they are trusted by their funders and supporters.

**Our Mission**

To work with nonprofit organisations to enhance their governance and effectiveness in delivering their objectives, by using Carmichael’s sector knowledge, experience, resources and physical space to help them achieve real and positive change for their beneficiaries.

**Our Vision**

A society where nonprofit organisations are valued and supported to achieve their goals and positively impact their beneficiaries and communities.

**Our Values**

Good Governance: We uphold and promote the principles of good governance: integrity, transparency, accountability effectiveness and leadership.

Communities of Practice: We operate as a leader across the sector to build communities of practice spreading knowledge and embedding insights into organisational performance.

Quality: We strive for the highest possible standards of professionalism and expertise in everything we do.

Responsiveness: When organisations contact us, we work with them to meet their needs. We work to understand the needs of nonprofits that contact us and respond with solutions that are practical and tailored to their specific requirements.

**JOB DESCRIPTION**

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| **Job Title:** | Administrative Assistant  |
| **Company:** | **Carmichael (Polio Survivors Ireland)**  |
| **Location:** | Carmichael Centre, North Brunswick Street, Dublin 7. |
| **Department:** | Carmichael |
| **Place of work:** | **Carmichael or Coleraine House** |
| **Reports to:** | Ed Murphy  |
| **Hours of work:** | 19.5  |
| **Job Purpose:** | **Administration**  |
| **Key Responsibilities:** | Main dutiesAn exciting opportunity to train as an Administrator in a national charity – A motivated and organised individual, to assist in the running of a busy charity office, providing support to the Administration Officer. Must have excellent English writing and literacy, ability to manage own time and have used MS Office suite (Word, Excel, Outlook etc). Key Responsibilities • Assist with administration around funding • Assist with policies & procedures • Keeping systems updated to comply with reporting obligations • Assist with processing invoices & payments • Organise mailings to members as required • General office administration duties • Supporting the CEO and other staff |
| **Requirements:** | Essential* **21 years or over and in receipt of a qualifying social welfare payment for 1 year or more or 18 years and over for certain disadvantaged groups to be eligible for the Community Employment Scheme.**
* Familiarity with Microsoft Word and Excel.
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| **Salary and Benefits:** | CE Rates |
| **Review:** | Performance and Job Description Reviewed Regularly. |
| **How to apply:**  | Through your Local Intreo Office (Social Welfare) |
| **Closing Date for Applications:** | REFERENCE 2305112 CLOSING DATE 20/11/2023 |