



GRIFFITH COLLEGE

<b>Job Title: Administrative Assistant</b>	<b>Reporting to: Senior Administrator</b>
<b>Location: Griffith College, Limerick</b>	<b>Job Type: Temporary contract for 6 months 30 hours per week</b>

**Job Summary:**

We are looking for a responsible Administrative Assistant to perform a variety of administrative tasks. Duties of the Administrative Assistant include providing support to Programme Directors, Senior Administrator and Lecturers and assisting in daily office needs.

**Job Responsibilities:**

- Manage Learner Queries in a timely manner
- Processing Letter Requests
- Attendance Recording
- Raising purchase Orders and Processing Invoices
- Processing Learner Record Amendment Forms
- Conduct Learner Feedback
- Assist Exams Officer
- Adherence to College policies & procedures
- Adherence to GDPR regulations
- Any other commensurate duties that fall within the employee's capabilities

**Minimum Education/ Experience Requirements:**

- Minimum 1-2 years' experience in a busy office environment
- Proficiency in Microsoft Office
- Excellent time management skills and the ability to prioritise work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Strong organisational skills with the ability to multi-task
- Business Degree – Desirable
- Must be legally entitled to work full time in Ireland for any employer

**About Griffith College**

Established in 1974, Griffith College is Ireland's largest independent third level institution with locations in Dublin, Cork and Limerick. The main campus is situated on seven acres within a mile of St. Stephen's Green on Dublin's South Circular Road. Griffith College enjoys national and a growing international reputation for student success. The College has gained an enviable, award winning reputation for providing students with first class lectures and excellent study material. Griffith College offers internationally recognised postgraduate and undergraduate degree programmes, complimented by a wide range of professional, short term and corporate training educational



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solutions - in Griffith college, there is something for everyone. Today there are over 7,000 students studying in the College, which is a designated educational institute of the Quality and Qualifications Ireland (QQI). Click the link for more information. <http://www.griffith.ie/>

### **Our Vision**

'Empowering learners to achieve their career and life potential'

### **Why work for Griffith College?**

- Competitive salary package.
- Funding support for continued professional and academic development.
- Bike to work scheme.
- Tax saver travel scheme.
- Paid annual leave and public holidays.
- Opportunity for continued training development and support.
- Free parking facilities.\*
- Onsite subsidised restaurant.\*
- Stunning historical premises.
- Vibrant multidisciplinary and multicultural learning environment.
- Innovative and agile place to work.
- Welcoming environment committed to learner and staff development.
- \*Dublin campus on South Circular Road.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline of proposed areas of activity and will be amended in the light of the changing environment within the Faculty and the College.*

*Griffith College is an equal opportunities employer. Candidates must be eligible to work full-time for any employer in Ireland. We thank everyone for their applications, however, only candidates selected*