

**Job Description:**

Job Title:	<b>Administrative Support Worker</b>
Location:	MS Ireland Mid West, Tara, St. Nessian's Road, Limerick, with remote working where possible
Role purpose:	The main purpose of this position is to support the work of the Physiotherapy team to deliver tele-health programmes and to act as a resource in relation to provision of exercise programmes.
Reports to:	Clinical specialist physiotherapist, National Services Development Manager
Contract Type:	12 Month fixed term
Salary:	33,425.0 pro rata

**Key Duties to Include:**

1. Communicate with clients and keep records in relation to same; ensuring that those who make contact MS Ireland are dealt with in a professional and courteous manner at all times.
2. Assist in the set up and provision of exercise classes including the collection of questionnaire and other data, data entry and basic data analysis
3. To carry out *general office administrative* duties to include diary management, photocopying, filing, correspondence, post and; ensuring that the project runs in a smooth and efficient manner.
4. To develop and maintain *accurate database (Salesforce)* and computer records to ensure that client information is collated, continually updated and reports can be produced in an accurate and timely fashion.
5. To assist the physiotherapy team with events. This will include; preparation of PowerPoint presentations, providing administrative support at meetings/information days, organisation of internal meetings, recording of minutes and distribution of key information; on occasion this may involve attending weekend events.
6. Assisting clinical specialist physiotherapist as required in line with the qualifications of the post holder
7. To update the Website regarding upcoming regional events.

8. To maintain complete confidentiality in regard to clients of the region and other information when required.
9. To adhere to all policies and procedures of the organisation.

## Person Specification

### Qualifications and Experience

The ideal candidate will have a Bachelors degree in a related discipline.

A team player with knowledge and experience of the disability or health sector are a distinct advantage.

Essential criteria;

- Ability to use all Microsoft office programmes efficiently
- Knowledge and or experience of group exercise programmes
- Excellent organisation and communication skills
- Data entry and analysis skills
- To have empathy for people with a disability.
- Good knowledge of all social media platforms.
- To have an understanding of the General Data Protection Regulations

Desirable:

- Experience of event organisation
- Experience with people with neurological conditions or disabilities
- Experience with Salesforce or similar database software

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.

