

# Community Employment Job Description

**Job Title:** Admin Assistant – MS Ireland Midwest Regional Centre

**Supervisor:** CE Supervisor (in consultation with Sponsor)

## **Purpose of Role:**

Provide administrative support for MS Ireland's Midwest Regional Office, including reception duties, data collection, assisting with tasks and events, and supporting planning, organisation, and communication to ensure smooth day-to-day operations.

## **Key Responsibilities**

- Reception duties
- Book appointments and maintain attendance records
- Data collection
- Assist with planning and organising events and programmes
- Support the smooth running of events and classes
- Set up rooms and equipment for programmes
- Answer and make phone calls to clients regarding events
- Keep accurate records and handle basic office administration
- Light housekeeping and general office support
- Follow health and safety guidelines in the workplace

## **Desirable Skills**

- Experience with record keeping and appointment scheduling
- Strong organisational and planning skills
- Confident and professional phone manner
- Awareness of health and safety practices
- Ability to support events and programmes effectively
- Teamwork, adaptability, and reliability

## **How to Apply**

Please send your CV to [ashar@ms-society.ie](mailto:ashar@ms-society.ie) or [JohnM@ms-society.ie](mailto:JohnM@ms-society.ie)

## **Data Protection Statement**

I understand that information regarding my training and work experience on the CE programme will be submitted by my sponsor to the Department of Social Protection and may be shared with other Government Departments/Agencies as required by law. I consent to this information being submitted by hard copy or electronically.

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