Job Description:

Job Title:	**Administrator**
Location:	MS Ireland. South Regional Office, North Quay House. Pope's Quay, Cork
Role purpose:	The main purpose of this position is to support the work of the Community Worker(s), to act as a resource in relation to information provision and administrative support.
Reports to:	National Services Manager
Contract Type:	Permanent
Hours	32 hours per week

Key Duties to Include:

1. To carry out office *reception* duties to include dealing with telephone calls and visitors and to 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. To carry out general *office administrative* duties to include diary management, photocopying, filing, correspondence, post and typing; ensuring that the office runs at all times in a smooth and efficient manner.

3. 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.

4. To assist with the management of the regional office *budget*; accurately input financial data (invoices, expenses etc.) be able to provide an analysis of same.

5. To manage the *procurement* of office supplies and stationery; to ensure that office staff have the resources necessary to carry out their roles.

6. To assist office staff with information and public awareness functions to 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 seminars.

7. To assist with the organisation and development of MS Ireland programmes in the community.

8. To report to National Office regarding all human resource and administrative matters to include, monthly summary sheets, ensuring that all information is forwarded, kept up to date and accurate.

9. Assisting with the production of reports, service level agreements and any other duties as requested.

10. To update the Website regarding upcoming regional events.

11. To maintain complete confidentiality in regard to clients of the region and other information when required.

12. To adhere to all policies and procedures of the organisation.

Person Specification

Qualifications and Experience

The ideal candidate will have at least three years' experience in a similar role and educated to leaving certificate or equivalent level.
A team player with knowledge and experience of the disability sector are a distinct advantage.

Skills

- Excellent IT skills to include competency in MS Word, Excel and PowerPoint and use of a CRM, (Salesforce CRM is desirable but not essential)
- Excellent organisational and administrative skills.
- Excellent communication skills and telephone manner.
- Good knowledge of all social media platforms.
- Typing/data entry skills essential.
- To have empathy for people with a disability.
- To have an understanding of the General Data Protection Regulations

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.

Applications to include CV and covering letter, by email to

recruitment@ms-society.ie

Please ensure you identify your email by stating **Administrator** in the subject bar.

Closing Date: 27/11/2026

MS Ireland is an equal opportunities employer