

**Job Vacancy (Clerical Assistant) @
IPA (International Police Association) Section Ireland,
Head Office, Dublin.**



Job Sharing Position 2/3 days per week.

Office hours 9.30am to 5pm Monday to Friday.

The ideal candidate should have experience in the following:

Microsoft Office

Sage Payroll

Quick Books

A detailed job description is attached.

Applicants should forward their CV along with a cover letter to

secretarygeneralipaireland@gmail.com

Closing date for applications is 31st May 2019.

Job Description – Clerical Assistant IPA Office (Job Share)

1. General office procedures and duties
2. Typing, filing, distributing and posting work on behalf of NEC
3. Attending office from 9.30am to 5.00pm on days agreed per job sharing schedule.
4. Attending office, by arrangement, at such other times as required or between such other times as required.
5. Photocopying
6. Operating computer and maintaining records
7. Operating office systems including Sage, Quickbooks and Office 365
8. Preparing mailing lists as required
9. Responding to telephone calls both direct and recorded and recording same
10. Passing telephone, email and other messages to relevant members of IPA
11. Accepting bookings from intending house guests
12. Maintaining booking records

13. Meeting visitors and assisting them
14. Recording receipt of and disposal of monies paid by guests, as directed
15. Maintaining financial records and operating petty cash fund
16. Payment of such bills and accounts as may be directed by National Treasurer
17. Supervision of domestic or such other staff as may be directed
18. Checking property inventories and reporting losses
19. Operate "IPA Travel" and maintain records, bookings and cash. Lodge monies as directed. Refer problems to National Travel Secretary
20. Bringing problems to the notice of the Secretary General or relevant NEC member
21. Ensuring security of premises on vacating same
22. As duties will be largely unsupervised a high degree of personal initiative and responsibility is expected at all times