

Administrative and Information Assistant

Job Description and Person Specification

The Institute for Conflict Research is seeking to appoint an Administrative and Information Assistant to support the day-to-day running of the Institute's office and library. The post is a permanent part-time post, 20 hours per week. Flexible working arrangements, such as term-time only, will be considered.

The Administrative and Information Assistant will work under the direction of the Finance and Office Manager and in her/his absence, that of the Assistant Director/Director. The successful candidate will be based at the Institute's offices, but may occasionally be required to travel in and outside of Belfast.

Duties/tasks

The duties of the administrative assistant will include:

1. Management of library resources, including ordering publications and cataloguing using FilemakerPro;
2. Organisation and filing of reports by theme;
3. Management of sales of the Institute's publications, including invoicing and distribution;
4. Maintenance and development of ICR's website with direction from the Finance and Office Manager;
5. Development and maintenance of contacts database;
6. Input of research data into SPSS or any other appropriate software;
7. Making travel and accommodation arrangements for visiting speakers, booking venues for meetings and events;
8. Word processing/typing letters, memoranda and reports; assisting in preparation of documents for publication, binding;
9. Transcribing interviews and/or events recordings;
10. Providing administrative support to other members of staff on an on-going basis;
11. Minuting staff and other meetings and circulating papers to staff;
12. Reception duties including switchboard, incoming and outgoing mail and faxes;
13. Filing documents in paper filing system;
14. Maintaining adequate stationery supplies including computer/printer/copier sundries
15. Performing other duties reasonably required by the Finance and Office Manager

Person specification

Essential skills and knowledge required:

1. 5 GCSEs Grades A-C (or equivalent), including English Language and Maths
2. Ability to use Microsoft Office package, including email and internet;
3. Demonstrated experience of setting up and maintaining databases and spreadsheets;
4. Ability to work with minimum supervision and work on own initiative;
5. Ability to manage his/her own workload and meet deadlines
6. Ability to work flexibly as part of small staff team.

Desirable skills and knowledge:

1. Knowledge of FilemakerPro or other databases;
2. Knowledge of web publishing software;
3. Knowledge of basic book-keeping/accounts;
4. Experience of transcribing interviews and meetings.