

Job Opportunity – Administrative Officer

ACRES - West Connaught

Location: Belmullet, Co Mayo
Salary: €27,000 – €32,000 DOE
Hours: Full-time. Monday - Friday

Introduction

ACRES is the new national agri-environment scheme that will be available to over 30,000 farmers throughout Ireland from 2023. The scheme will be delivered locally as ACRES West Connacht which will work towards achieving improved biodiversity, climate, air and water quality throughout the region whereby farmers will be rewarded and incentivised to maintain and enhance the environmental condition of their farms. The scheme is being administered by a local project team.

Job Description

As a key members of the overall project team, the office administrator will support the delivery of the ACRES West Connacht goals and objectives.

The work of this role will be varied but some of the key responsibilities include:

- General office administration, reception duties including, but not limited to, answering phones, emails, managing inbound and outbound post.
- Provide secretarial and PA assistance to the Project Manager
- Liaise with other project team members to coordinate schedules and organise meetings
- Oversee the administration of employee expenses, recording of leave etc.
- Marketing / advertising and managing social media accounts
- Manage communications between staff, farmers, Department officials and farm advisors
- Provide administrative support to members of staff and project workers as required
- General bookkeeping
- Other ad hoc duties as required.

Requirements

- Proven experience (+ 2years) as an office administrator, office assistant or relevant role
- Exceptional communication skills.
- Must be proficient in Microsoft Office application and have experience with mail merges
- Ability to multitask and excellent attention to detail.
- Positive can-do attitude and be willing to learn and contribute to the long-term goals of the company.
- Be flexible and prepared to work in any required areas.
- Excellent organisational skills and ability to prioritise are essential.
- Highly efficient and self-motivated; ability to work on own initiative as well as part of a team.

How to Apply

Please email **cover letter, CV, and contact details of two referees** by Monday the 21st of October to: Mary McAndrew, Project Manager, ACRES West Connacht.

E-mail: mary@acreswestconn.ie

Tel (m): 087 7719976